EDUCATIONAL SERVICES

Student

Portal

User

Manual

Version 3.0

GENESIS STUDENT INFORMATION SYSTEM

STUDENT PORTAL

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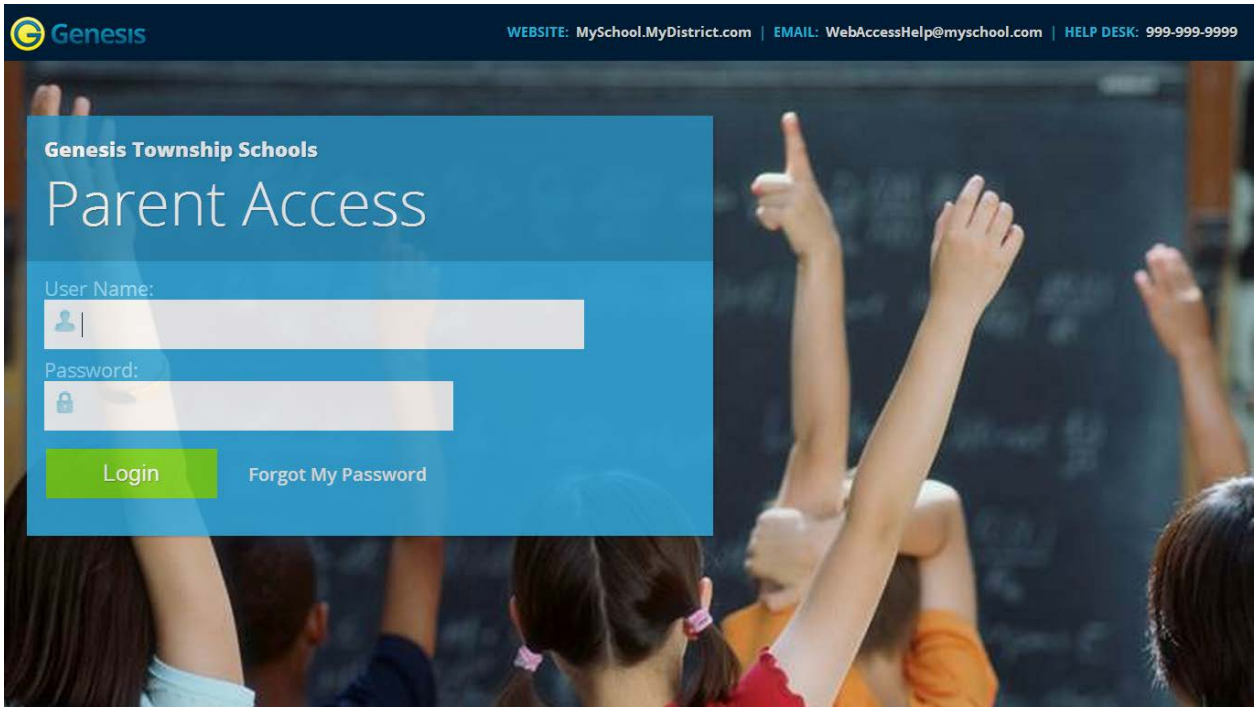
Introduction

The Genesis Parent/Student Portal tool is a safe, secure way to view your child's school record for the current school year. If your school district chooses, you ***may*** have access to the following information:

- Contact Information (email, phone numbers, emergency contacts) for your children
- Your Marking Period, Exam and Final Grades
- Your Report Cards
- Your daily attendance record and possibly class attendance records (if your school uses class attendance).
- Teacher Gradebook assignments and assignment grades for your classes.
- Your course requests or possibly their schedule for the next school year.
- Your standardized test scores (e.g. NJ ASK)
- Your discipline records
- Letters sent to your parents/guardians about you:
    - General Purpose letters
    - Attendance Letters
    - Discipline Letters
    - Scheduling Letters
    - Fines/Fees Letters
- Documents that have been uploaded into your record.
- Online questionnaires or forms.

The rest of this manual will guide you through all of the screens which may be available to you and how to use them. Please be aware that you may not see every screen listed in this document. The school district chooses which screens can be made available. Screens may not be displayed if they do not apply to you personally.

Logging In & Logging Out



Logging In

Logging into Genesis is very simple:

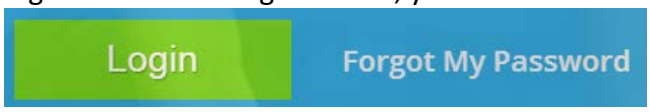
1. Go to the Web Access URL supplied with your district welcome packet.
2. Enter your Email Address in the '**Username**' field
3. Enter your Web Access password in the '**Password**' field.
4. Click the '**Login**' button

Logging In for the First Time

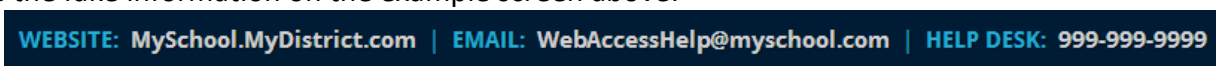
The very first time you login you will be required to change your password.

What if I forget my password?

Right next to the Login button, you can find a "Forgot My Password" link:



If you forget your password, click the Forgot My Password link, if it is present. If it is not there, you must contact your school or district office. The information may appear on the screen where you see the fake information on the example screen above:

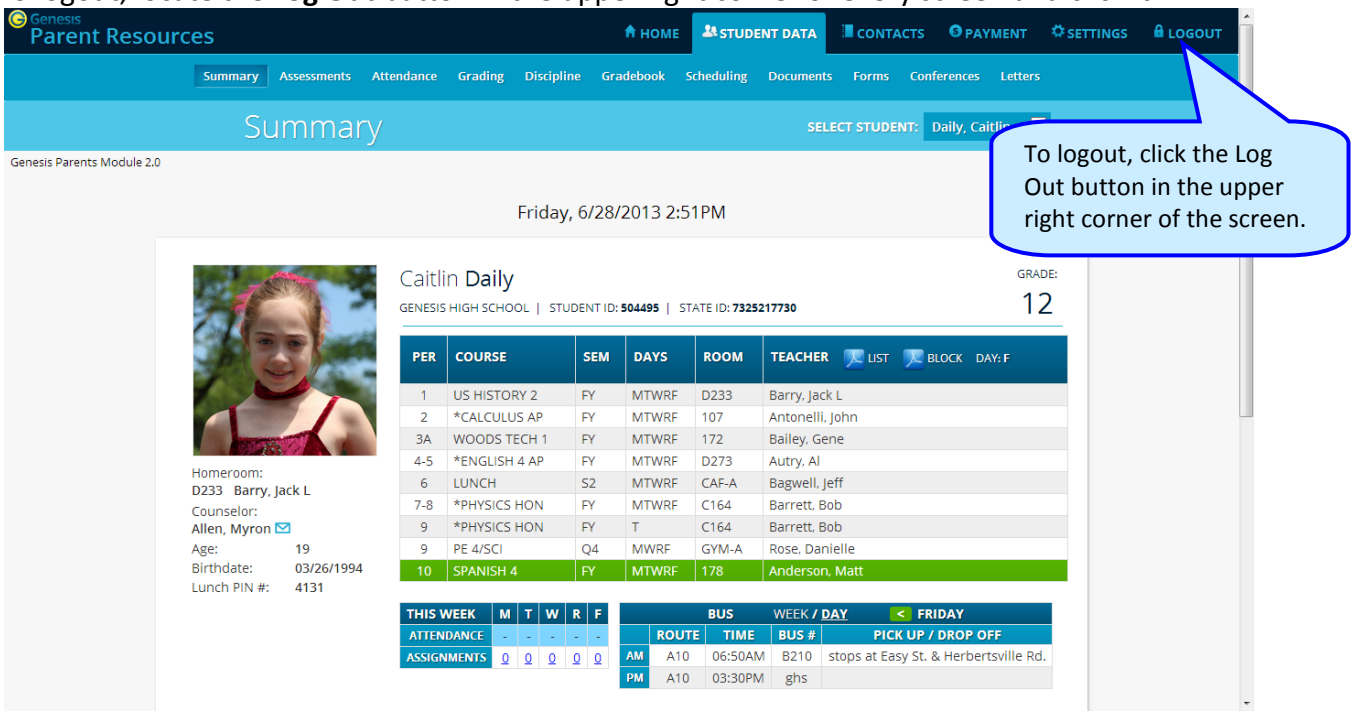


If that information is not there, you should have received information on where to call with your district packet. You will be given a new randomly generated password. The new password might even be mailed to your email account. The first time you login with your new password, you will be required to change it.

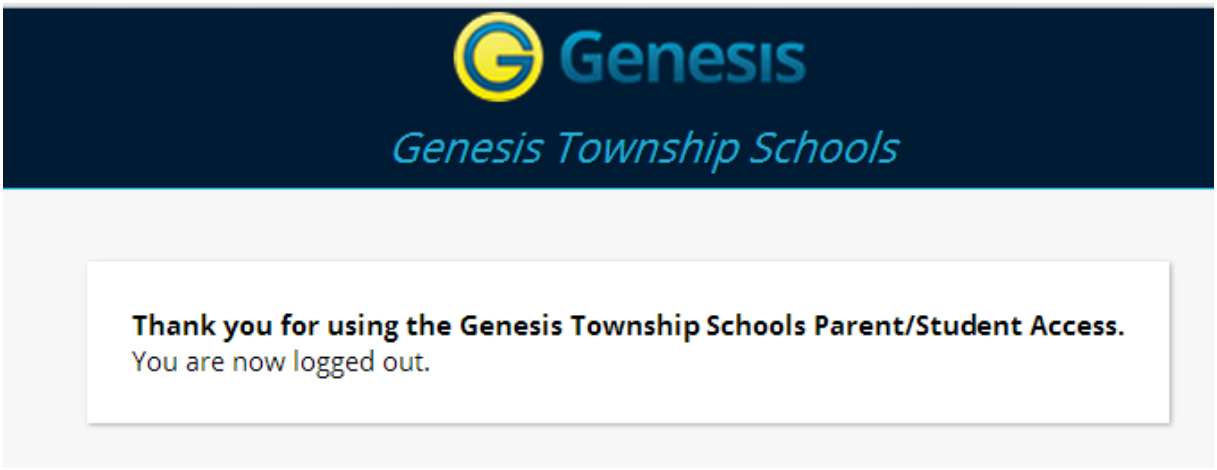
Logging Out

It is important to log out of Genesis Web Access properly: It is important to log out of ***all*** web applications properly.

To logout, locate the **Log Out** button in the upper right corner of every screen and click it:


Genesis
Parent Resources
HOME
STUDENT DATA
CONTACTS
PAYMENT
SETTINGS
LOGOUT
Summary
Assessments
Attendance
Grading
Discipline
Gradebook
Scheduling
Documents
Forms
Conferences
Letters
Summary
SELECT STUDENT:
Genesis Parents Module 2.0
Friday, 6/28/2013 2:51PM
To logout, click the Log Out button in the upper right corner of the screen.
Caitlin Daily
GENESIS HIGH SCHOOL | STUDENT ID: 504495 | STATE ID: 7325217730
GRADE: 12
PER COURSE SEM DAYS ROOM TEACHER LIST BLOCK DAY: F
1 US HISTORY 2 FY MTWRF D233 Barry, Jack L
2 *CALCULUS AP FY MTWRF 107 Antonelli, John
3A WOODS TECH 1 FY MTWRF 172 Bailey, Gene
4-5 *ENGLISH 4 AP FY MTWRF D273 Autry, Al
6 LUNCH S2 MTWRF CAF-A Bagwell, Jeff
7-8 *PHYSICS HON FY MTWRF C164 Barrett, Bob
9 *PHYSICS HON FY T C164 Barrett, Bob
9 PE 4/SCI Q4 MWRF GYM-A Rose, Danielle
10 SPANISH 4 FY MTWRF 178 Anderson, Matt
Homeroom: D233 Barry, Jack L
Counselor: Allen, Myron
Age: 19
Birthdate: 03/26/1994
Lunch PIN #: 4131
THIS WEEK M T W R F
ATTENDANCE
ASSIGNMENTS 0 0 0 0 0
BUS WEEK / DAY FRIDAY
ROUTE TIME BUS # PICK UP / DROP OFF
AM A10 06:50AM B210 stops at Easy St. & Herbertsville Rd.
PM A10 03:30PM ghs

When you click the logout icon you are immediately logged out:


Genesis
Genesis Township Schools
Thank you for using the Genesis Township Schools Parent/Student Access.
You are now logged out.

Why log out? Why not just close or "nuke" the browser?

Closing the browser without logging out leaves your session open on the Genesis servers. This creates a security hole that only you can close: **Be secure, always log out properly.** In this era of Internet access, it is important to always properly close your sessions so that unauthorized persons cannot gain access to your information.

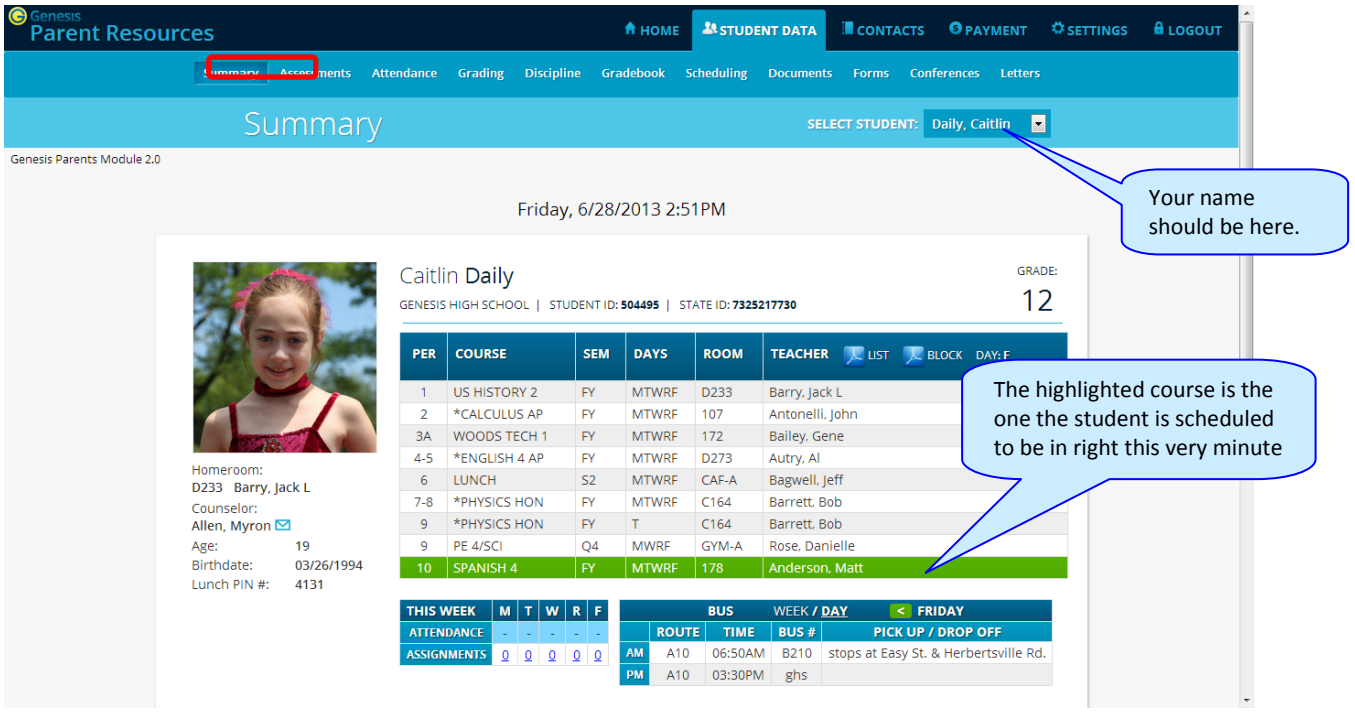
This applies not only to Genesis, but to every Internet/Web application you use.

Switching from English to Spanish

There is a Cambiar el idioma a español button at the lower left corner of every screen. To switch to Spanish, click this button. It then changes the language of the Parent module to Spanish. The button itself changes to Change language to English. Click this to return to English.

Student Summary Dashboard Screen

The Summary Screen - The Student Dashboard

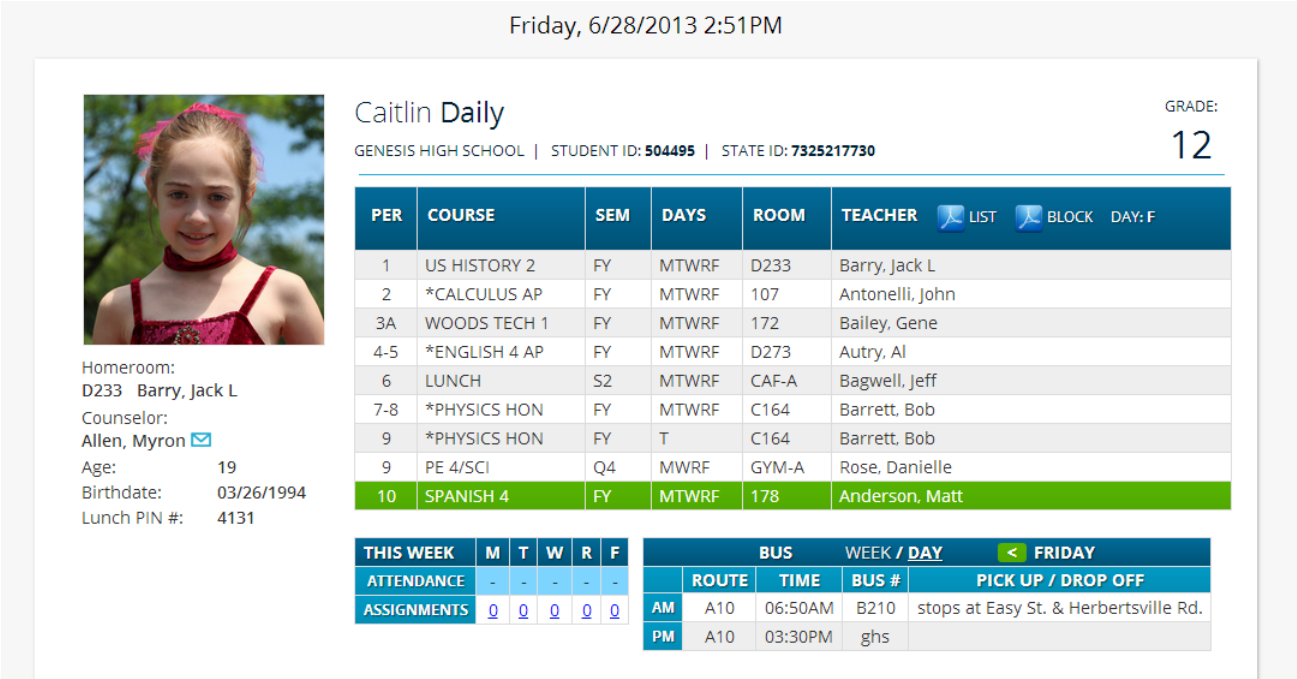

Genesis Parent Resources
HOME
STUDENT DATA
CONTACTS
PAYMENT
SETTINGS
LOGOUT
Attendance
Grading
Discipline
Gradebook
Scheduling
Documents
Forms
Conferences
Letters
Summary
SELECT STUDENT: Daily, Caitlin
Genesis Parents Module 2.0
Friday, 6/28/2013 2:51PM
Your name should be here.
Caitlin Daily
GENESIS HIGH SCHOOL | STUDENT ID: 504495 | STATE ID: 7325217730
GRADE: 12
PER COURSE SEM DAYS ROOM TEACHER LIST BLOCK DAY: F
1 US HISTORY 2 FY MTWRF D233 Barry, Jack L
2 *CALCULUS AP FY MTWRF 107 Antonelli, John
3A WOODS TECH 1 FY MTWRF 172 Bailey, Gene
4-5 *ENGLISH 4 AP FY MTWRF D273 Autry, Al
6 LUNCH S2 MTWRF CAF-A Bagwell, Jeff
7-8 *PHYSICS HON FY MTWRF C164 Barrett, Bob
9 *PHYSICS HON FY T C164 Barrett, Bob
9 PE 4/SCI Q4 MWRF GYM-A Rose, Danielle
10 SPANISH 4 FY MTWRF 178 Anderson, Matt
The highlighted course is the one the student is scheduled to be in right this very minute
Homeroom: D233 Barry, Jack L
Counselor: Allen, Myron
Age: 19
Birthdate: 03/26/1994
Lunch PIN #: 4131
THIS WEEK M T W R F
ATTENDANCE
ASSIGNMENTS 0 0 0 0 0
BUS WEEK / DAY FRIDAY
ROUTE TIME BUS # PICK UP / DROP OFF
AM A10 06:50AM B210 stops at Easy St. & Herbertsville Rd.
PM A10 03:30PM ghs

Genesis Student Access Data Summary – Student Dashboard Screen

When you login to Genesis Web Access the first screen you see is your Student Data Summary. This is the student's Dashboard screen. You will see a 'dashboard' of your information.

Your 'dashboard' contains the following information:

- Basic information about you: **student id**, **homeroom**, **grade**, **age**. If you are viewing the screen during the school day, you will also see information about the class you are in 'right now': **current class**, **current teacher** and **current room.**
- Your schedule. The class you are in 'right now' is highlighted in green.
- Your attendance summary for the current week – this shows you a color coded attendance code for each of the week.
- Assignment summary for the current week – how many are due each day
- Optionally, your bus assignments may be displayed.


Friday, 6/28/2013 2:51PM
Caitlin Daily
GENESIS HIGH SCHOOL | STUDENT ID: 504495 | STATE ID: 7325217730
GRADE: 12
Homeroom: D233 Barry, Jack L
Counselor: Allen, Myron
Age: 19
Birthdate: 03/26/1994
Lunch PIN #: 4131
PER COURSE SEM DAYS ROOM TEACHER LIST BLOCK DAY: F
1 US HISTORY 2 FY MTWRF D233 Barry, Jack L
2 *CALCULUS AP FY MTWRF 107 Antonelli, John
3A WOODS TECH 1 FY MTWRF 172 Bailey, Gene
4-5 *ENGLISH 4 AP FY MTWRF D273 Autry, Al
6 LUNCH S2 MTWRF CAF-A Bagwell, Jeff
7-8 *PHYSICS HON FY MTWRF C164 Barrett, Bob
9 *PHYSICS HON FY T C164 Barrett, Bob
9 PE 4/SCI Q4 MWRF GYM-A Rose, Danielle
10 SPANISH 4 FY MTWRF 178 Anderson, Matt
THIS WEEK M T W R F
ATTENDANCE - - - - -
ASSIGNMENTS 0 0 0 0 0
BUS WEEK / DAY < FRIDAY
ROUTE TIME BUS # PICK UP / DROP OFF
AM A10 06:50AM B210 stops at Easy St. & Herbertsville Rd.
PM A10 03:30PM ghs

One Student's Dashboard of Information

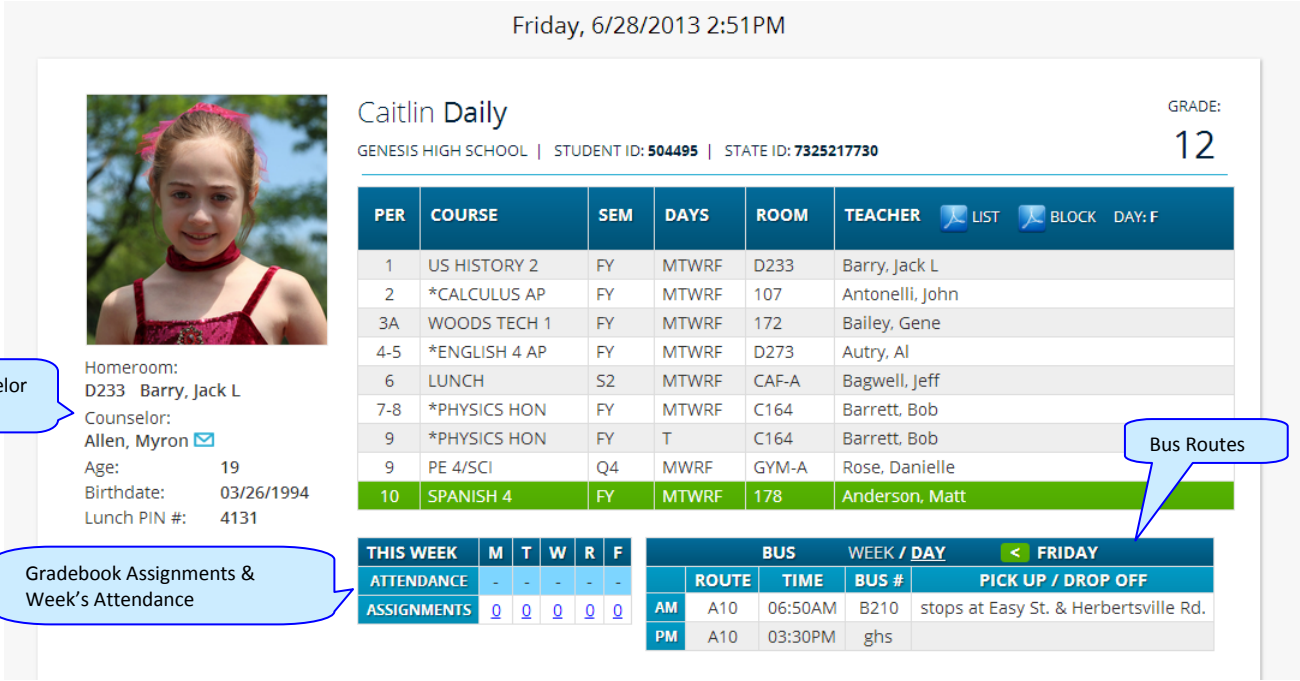
Top Tabs

There are four available dark blue "top tabs". You may not see all of them, depending on which screens your district has enabled. The four include:

- HOME – This is where you set up your user profile and access the "Message Center" which provides up to the minute messages about your students.
- STUDENT DATA – This is where you can see your information. The first screen you see when you click on the STUDENT DATA tab is the "Summary" dashboard.
- PAYMENT – If your district has chosen to allow online payment of fees through Genesis, the Payments tab will be present. If not, it will not be there.

More Information About Each Student

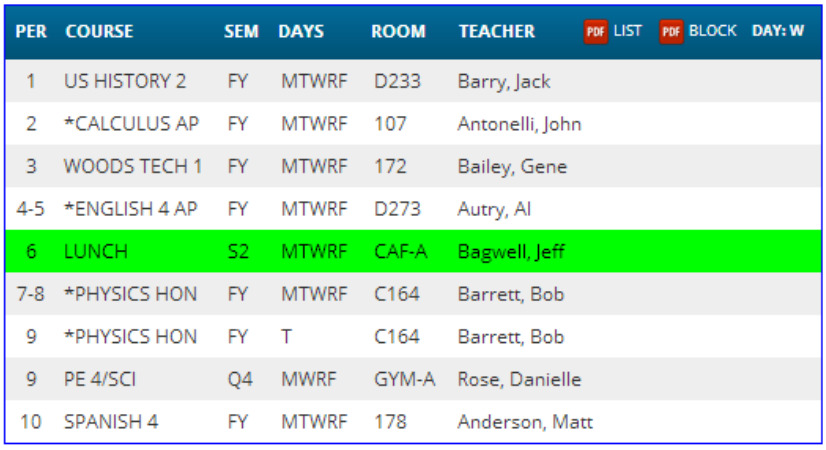
The 'Summary' screen displays your dashboard. The other light blue tabs give you more information about other parts of your student record.


Friday, 6/28/2013 2:51PM
Caitlin Daily
GENESIS HIGH SCHOOL | STUDENT ID: 504495 | STATE ID: 7325217730
GRADE: 12
PER COURSE SEM DAYS ROOM TEACHER LIST BLOCK DAY: F
1 US HISTORY 2 FY MTWRF D233 Barry, Jack L
2 *CALCULUS AP FY MTWRF 107 Antonelli, John
3A WOODS TECH 1 FY MTWRF 172 Bailey, Gene
4-5 *ENGLISH 4 AP FY MTWRF D273 Autry, Al
6 LUNCH S2 MTWRF CAF-A Bagwell, Jeff
7-8 *PHYSICS HON FY MTWRF C164 Barrett, Bob
9 *PHYSICS HON FY T C164 Barrett, Bob
9 PE 4/SCI Q4 MWRF GYM-A Rose, Danielle
10 SPANISH 4 FY MTWRF 178 Anderson, Matt
Homeroom: D233 Barry, Jack L
Counselor: Allen, Myron
Age: 19
Birthdate: 03/26/1994
Lunch PIN #: 4131
Counselor name
Bus Routes
Gradebook Assignments & Week's Attendance
THIS WEEK M T W R F
ATTENDANCE - - - - -
ASSIGNMENTS 0 0 0 0 0
BUS WEEK / DAY < FRIDAY
ROUTE TIME BUS # PICK UP / DROP OFF
AM A10 06:50AM B210 stops at Easy St. & Herbertsville Rd.
PM A10 03:30PM ghs

If you have a schedule (in high school or middle school), click one of the PDF icons to get a printable copy of your schedule. It can be had in either list or block form.

Panels on the Dashboard

Student information is summarized at the left side of the dashboard. The student's picture may be there, along with basic information such as homeroom, grade, guidance counselor, age and birthdate, and the student's current location.


PER COURSE SEM DAYS ROOM TEACHER PDF LIST PDF BLOCK DAY: W
1 US HISTORY 2 FY MTWRF D233 Barry, Jack
2 *CALCULUS AP FY MTWRF 107 Antonelli, John
3 WOODS TECH 1 FY MTWRF 172 Bailey, Gene
4-5 *ENGLISH 4 AP FY MTWRF D273 Autry, Al
6 LUNCH S2 MTWRF CAF-A Bagwell, Jeff
7-8 *PHYSICS HON FY MTWRF C164 Barrett, Bob
9 *PHYSICS HON FY T C164 Barrett, Bob
9 PE 4/SCI Q4 MWRF GYM-A Rose, Danielle
10 SPANISH 4 FY MTWRF 178 Anderson, Matt

THIS WEEK	M	T	W	R	F
ATTENDANCE	-	-	-	-	-
ASSIGNMENTS	0	0	0	0	0

THIS WEEK

The **THIS WEEK** panel contains your student's **Attendance** for the week and how many **Gradebook Assignments** they have due each day.

Click a number to see the Assignments for that day.

ASSIGNMENTS	0	0	0	1	0

BUS WEEK / DAY < FRIDAY

	ROUTE	TIME	BUS #	PICK UP / DROP OFF
AM	A10	06:50AM	B210	stops at Easy St. & Herbertsville Rd.
PM	A10	03:30PM	ghs	

If present, the Bus Routes panel lists the student's morning and afternoon routes.

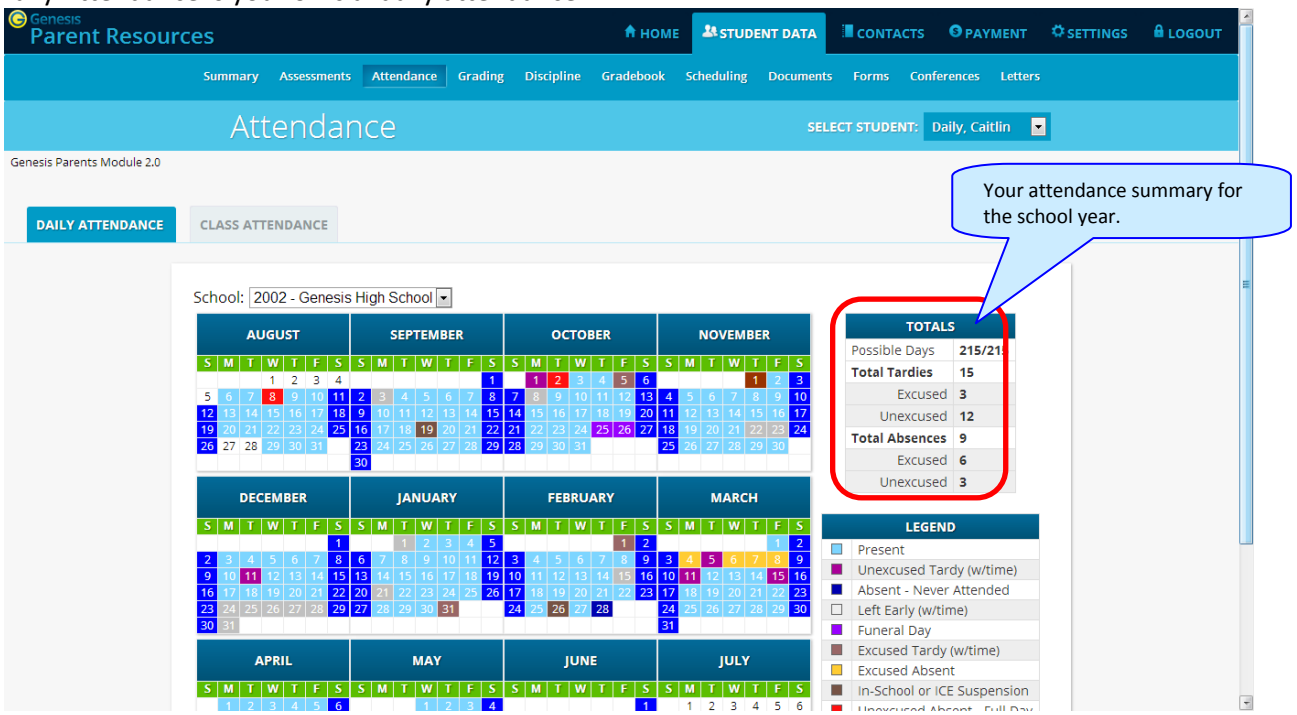
Navigate from weekday to weekday:

< WEDNESDAY >

Attendance

Daily Attendance

Daily Attendance is your official daily attendance.



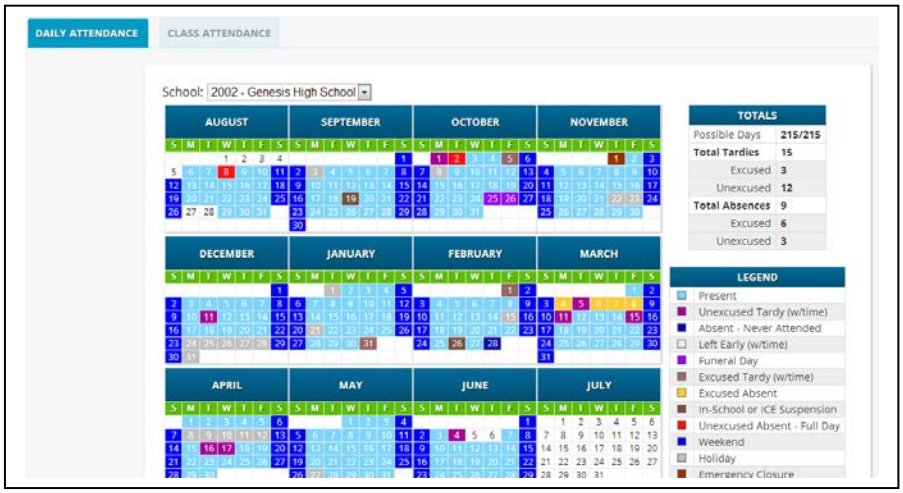
This is your Daily Attendance summary for the whole school year.

- The Attendance Calendar with each day color coded
- A summary of the student's Attendance for the year
- The 'Legend' of Attendance codes for your school district.

Attendance Color Codes

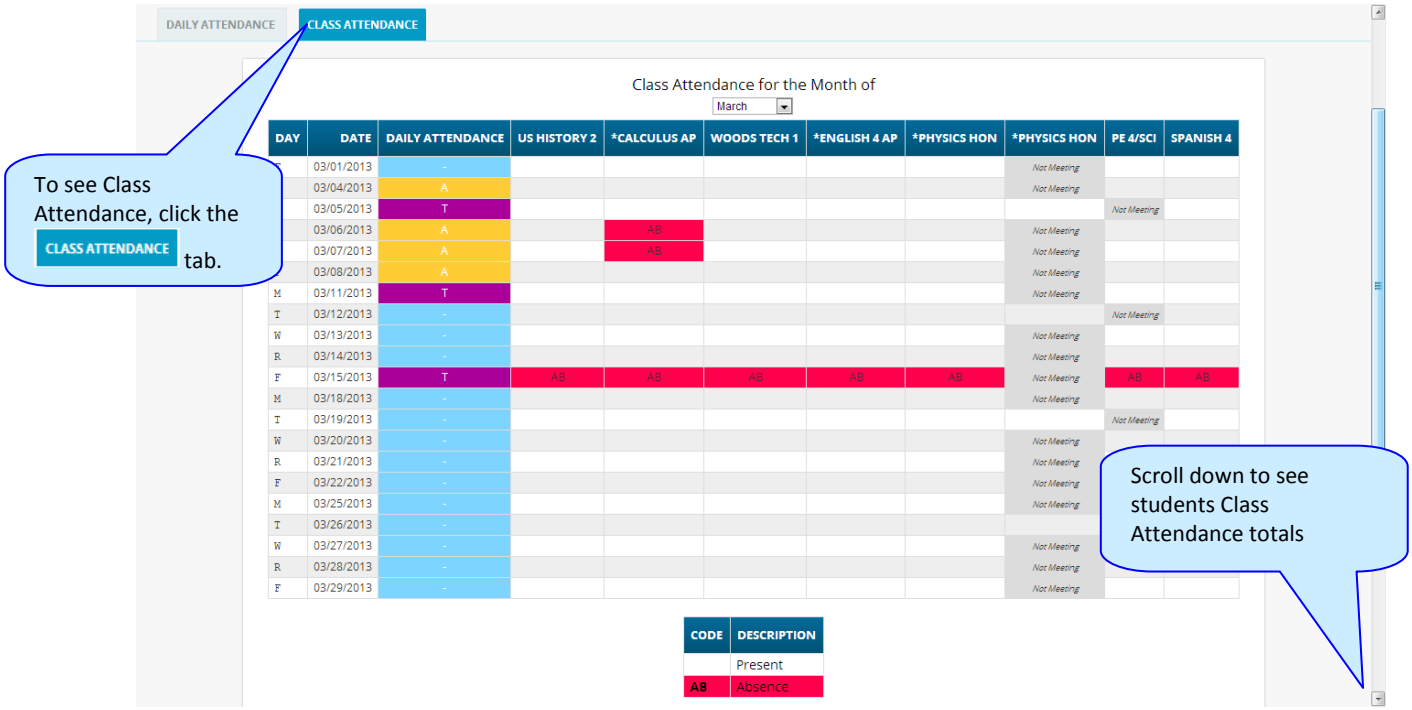
Your district selects its own set of Attendance codes and selects the color for each one. When you look at this screen you will see the Attendance codes for ***your*** school district. Common Attendance codes include:

- Unexcused absence
- Excused absence
- Unexcused tardy
- Excused tardy
- Left early
- Field trip



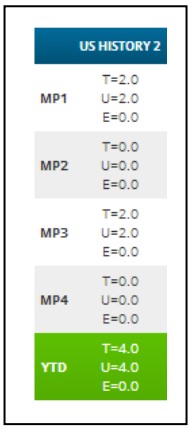
Class Attendance

If you are in Middle School or High School and rotate through course sections, Class Attendance may show you your attendance for each separate subject. You must click the CLASS ATTENDANCE tab under Attendance to find class attendance. If this button does not appear, your child's school does not record individual class attendance.



The Class Attendance screen shows you your Class Attendance summary for each of your subjects. One month is displayed at a time and the screen always starts by showing you ***the current month's attendance***. You may select any month you wish.

- Class attendance is listed by each school day in the month and shows which classes you may have missed on each day. Each day for each subject is color coded.
- The 'Legend' of color-coded Attendance codes for your school is shown at upper right.
- "Today" is always highlighted in yellow (e.g. above 11/21/2008).
- Along the right side of the screen there is a separate summary for each subject for the entire school year, divided by Marking Periods.



Each subject summary contains the following attendance totals for the class, overall and by Marking Period:
T - All absences for the subject – the Total
U – The Unexcused absences
E – The Excused absences

Totals

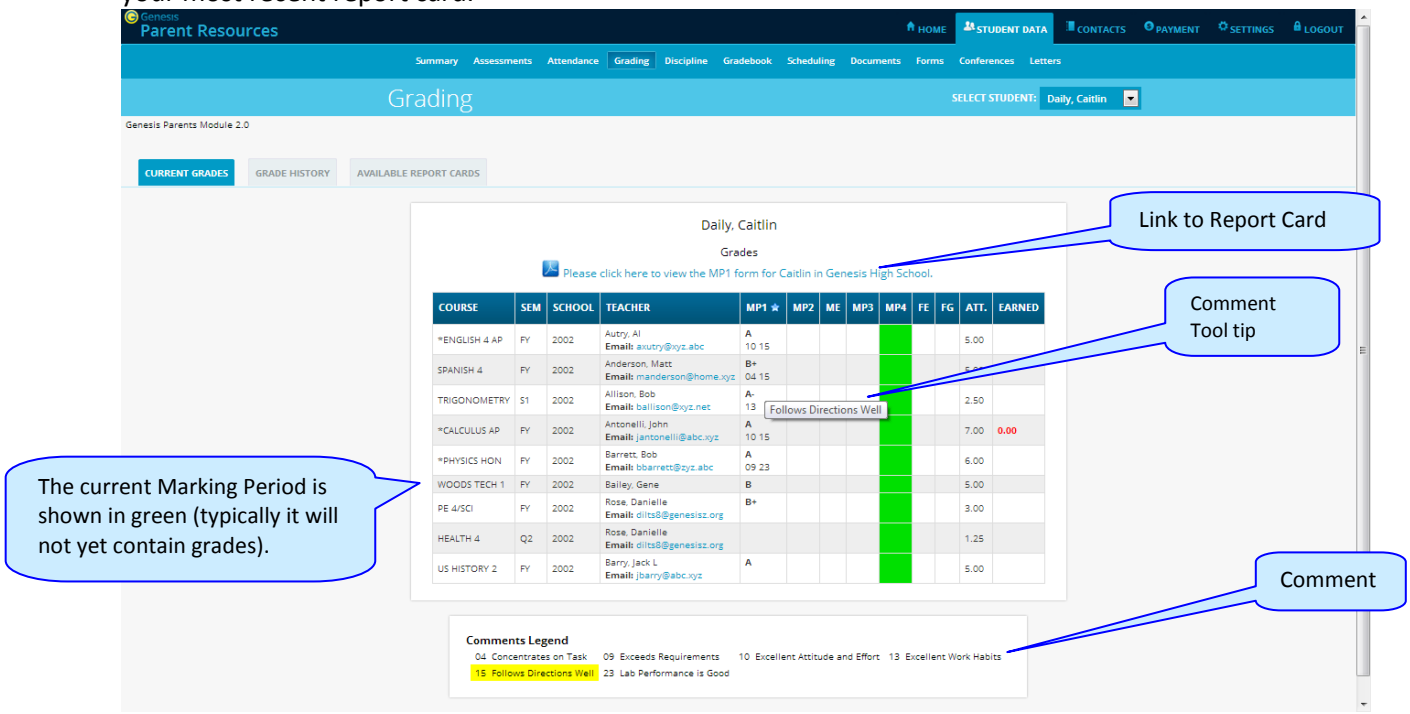
Type: Absence

	US HISTORY 2	*CALCULUS AP	WOODS TECH 1	*ENGLISH 4 AP	*PHYSICS HON	PE 4/SCI	SPANISH 4
MP1	T=2.0 U=2.0 E=0.0	T=2.0 U=2.0 E=0.0	T=2.0 U=2.0 E=0.0	T=2.0 U=2.0 E=0.0	T=2.0 U=2.0 E=0.0	T=1.0 U=1.0 E=0.0	T=2.0 U=2.0 E=0.0
MP2	T=0.0 U=0.0 E=0.0	T=2.0 U=2.0 E=0.0	T=0.0 U=0.0 E=0.0	T=0.0 U=0.0 E=0.0	T=0.0 U=0.0 E=0.0	T=0.0 U=0.0 E=0.0	T=0.0 U=0.0 E=0.0
MP3	T=2.0 U=2.0 E=0.0	T=5.0 U=5.0 E=0.0	T=2.0 U=2.0 E=0.0	T=2.0 U=2.0 E=0.0	T=2.0 U=2.0 E=0.0	T=2.0 U=2.0 E=0.0	T=2.0 U=2.0 E=0.0
MP4	T=0.0 U=0.0 E=0.0	T=0.0 U=0.0 E=0.0	T=0.0 U=0.0 E=0.0	T=0.0 U=0.0 E=0.0	T=0.0 U=0.0 E=0.0	T=0.0 U=0.0 E=0.0	T=0.0 U=0.0 E=0.0
YTD	T=4.0 U=4.0 E=0.0	T=9.0 U=9.0 E=0.0	T=4.0 U=4.0 E=0.0	T=4.0 U=4.0 E=0.0	T=4.0 U=4.0 E=0.0	T=3.0 U=3.0 E=0.0	T=4.0 U=4.0 E=0.0

Grading

Current Year Report Card Grades & Current Report Card

The Grading screen gives you access to your Marking Period grades and teacher comments and possibly your most recent report card.

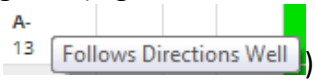


The Grading screen contains lots of information and a link to your current report card. The numbers below each grade are the comments you have received for the Marking Period. Place your cursor on a comment number and the corresponding text is highlighted in yellow – the text of the comment is also displayed in a Tool Tip. A link to the current report card is at the top of the screen and links to email teachers may appear below the teacher's name.

The Grading Screen

This screen summarizes your Report Card grades for the current year.

The current Marking Period is highlighted in green.

Each box shows the grade and comment codes that your student has received in the corresponding class for the selected Marking Period. If you place your cursor on a comment code (e.g. 03), the corresponding comment will be highlighted (e.g. 15 Follows Directions Well). In addition, the text of the comment will appear in a tooltip (e.g. 

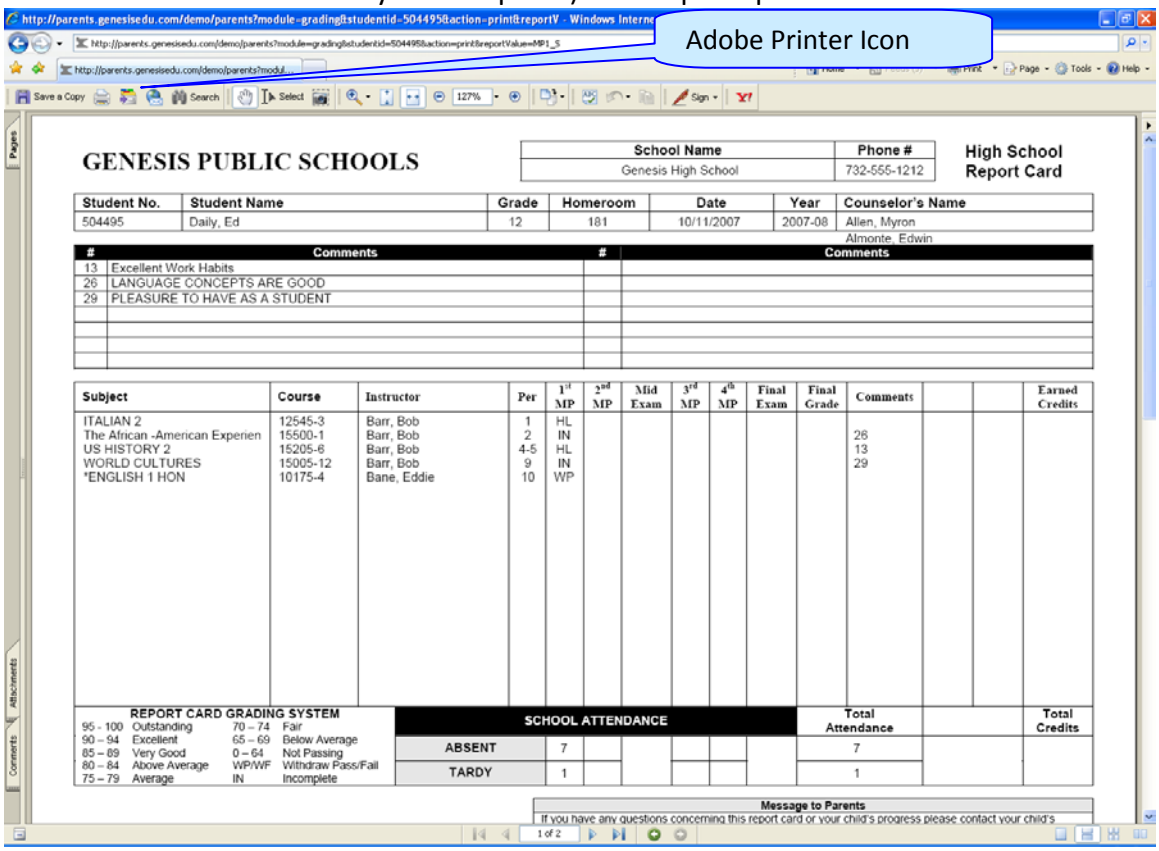
).

In addition, as outlined below, you can access and view your student's most recent report card.

Viewing Your Current or Most Recent Report Card

If you are able to view your actual report card, a Please click here to view the MP1 form for Ed in Genesis High School. message will appear between your name and your list of grades:

If this message appears, click it to view the actual report card displayed in Adobe Reader (Adobe Reader must be installed on your computer). A sample report cord is shown below.


Adobe Printer Icon
GENESIS PUBLIC SCHOOLS
School Name
Genesis High School
Phone #
732-555-1212
High School Report Card
Student No. 504495
Student Name Daily, Ed
Grade 12
Homeroom 181
Date 10/11/2007
Year 2007-08
Counselor's Name Allen, Myron
Almonte, Edwin
Comments
13 Excellent Work Habits
26 LANGUAGE CONCEPTS ARE GOOD
29 PLEASURE TO HAVE AS A STUDENT
Subject Course Instructor Per 1st MP 2nd MP Mid Exam 3rd MP 4th MP Final Exam Final Grade Comments Earned Credits
ITALIAN 2 12545-3 Barr, Bob 1 HL
The African -American Experien 15500-1 Barr, Bob 2 IN 26
US HISTORY 2 15205-6 Barr, Bob 4-5 HL 13
WORLD CULTURES 15005-12 Barr, Bob 9 IN 29
*ENGLISH 1 HON 10175-4 Bane, Eddie 10 WP
REPORT CARD GRADING SYSTEM
95 - 100 Outstanding
90 - 94 Excellent
85 - 89 Very Good
80 - 84 Above Average
75 - 79 Average
70 - 74 Fair
65 - 69 Below Average
0 - 64 Not Passing
WP/WF Withdraw Pass/Fail
IN Incomplete
SCHOOL ATTENDANCE
ABSENT 7 7
TARDY 1 1
Total Attendance
Total Credits
Message to Parents
If you have any questions concerning this report card or your child's progress please contact your child's

To Print a Copy of the Report Card

1. Click on the '**Grading** tab.
2. If the "Please click here to view" message appears, click it. If it does not appear, you will not be able to view your child's actual report card at this time.
3. When the report card appears, locate the Adobe printer icon at the upper left of the Adobe Reader's border. Click it to access a regular Print dialog and print the report card. (Newer versions of Adobe Reader may display the printer icon differently. Please refer to the Adobe Reader user guide.)

To Save a Copy of the Report Card

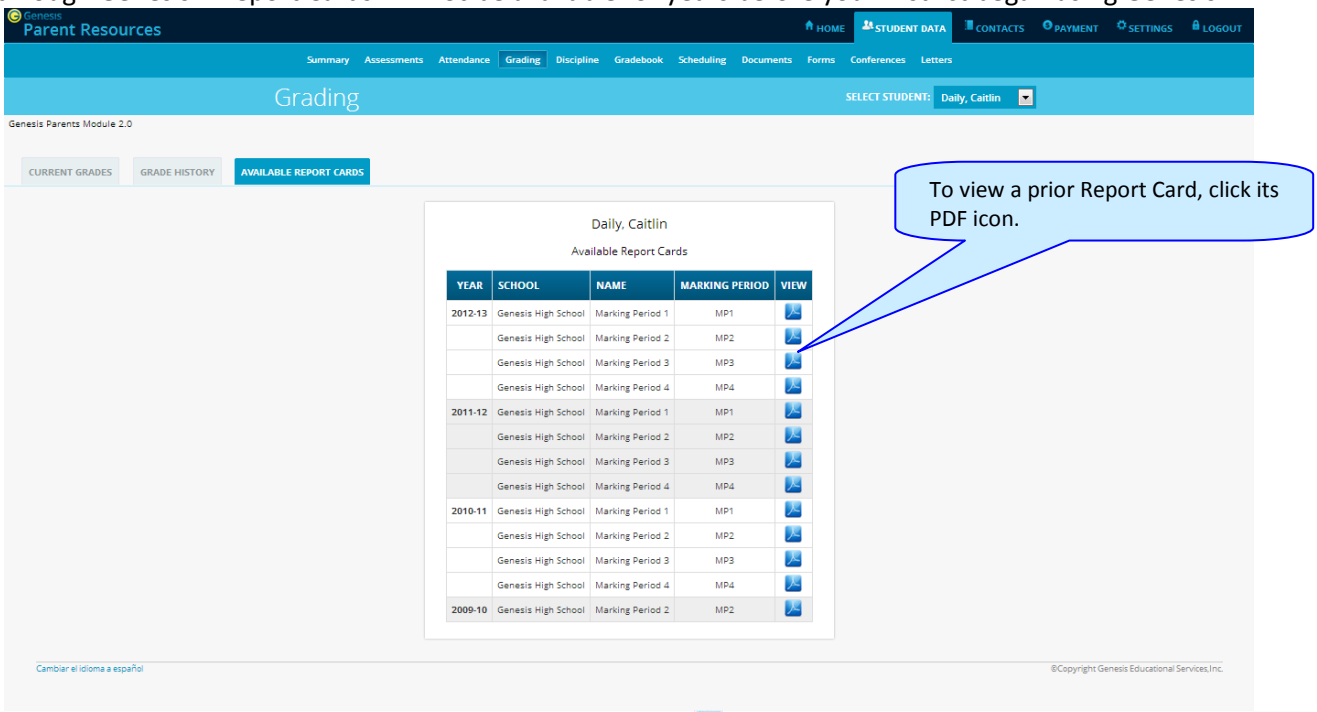
1. Click on the '**Setup**' tab.
2. If the "Please click here to view" message appears, click it. If it does not appear, you will not be able to view your report card at this time.
3. When the report card appears, locate the Save icon at the upper left of the Adobe Reader's border. Click it to access a regular File dialog and print the report card.

To Return to the Genesis Parents Portal

1. When you are done viewing the report card, click the browser "Back" button.

Prior Year Report Cards

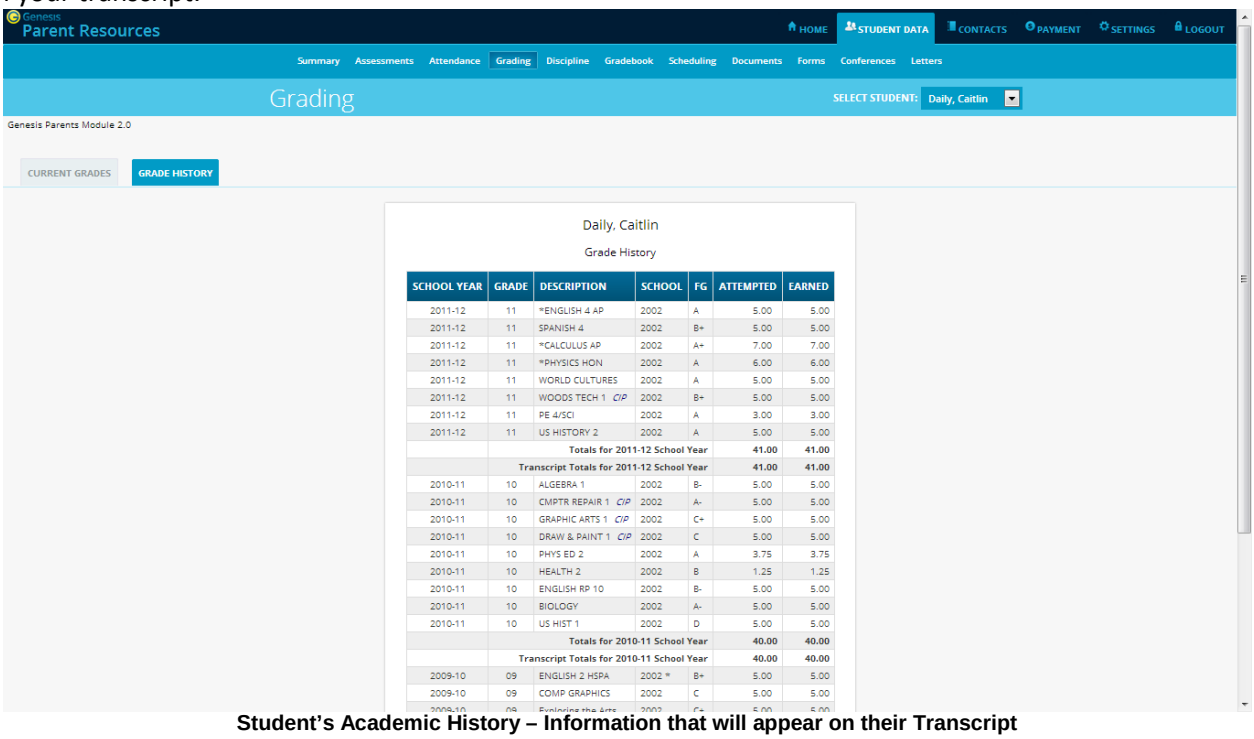
The AVAILABLE REPORT CARDS tab brings up Report Cards from previous years that your school has made visible through Genesis. Report Cards will ***not*** be available for years before your District began using Genesis:



List of Available Prior Year Report Cards. Click the PDF icon at right to see a Report Card.

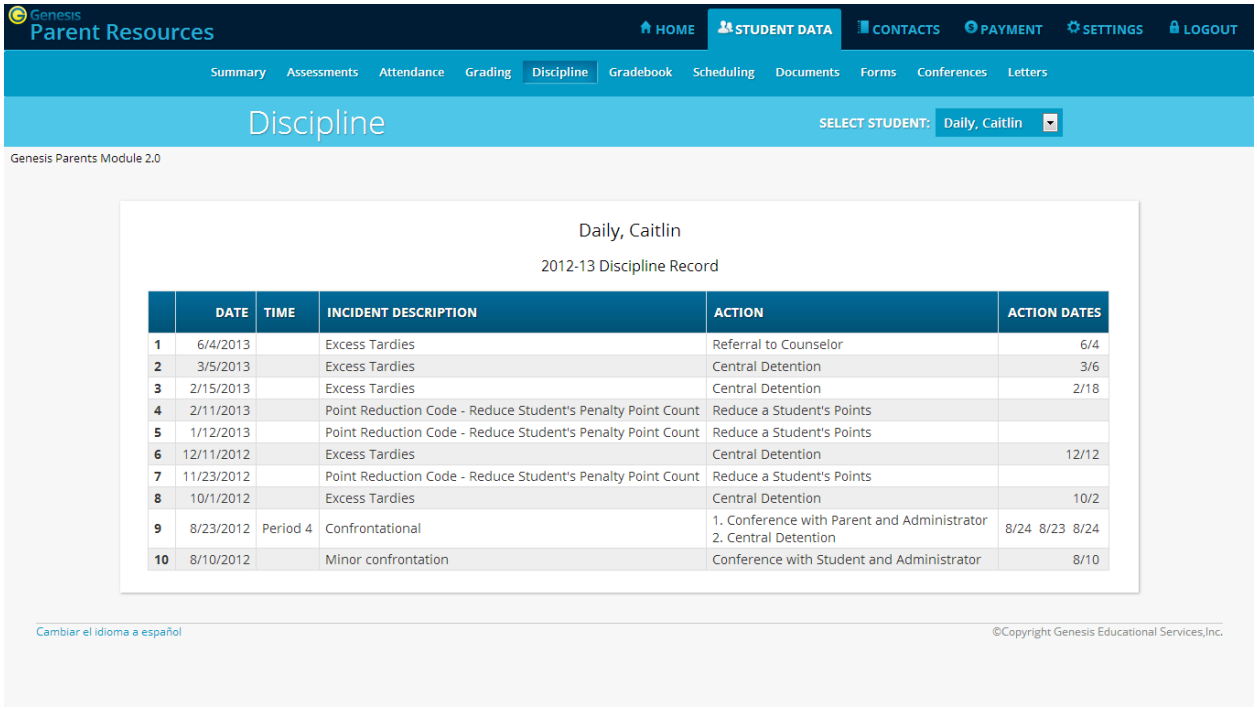
Academic History (Transcript Information)

If you are in high school, the "**Grade History**" tab lists the course and final grade information that will appear on your transcript.


Parent Resources
HOME
STUDENT DATA
CONTACTS
PAYMENT
SETTINGS
LOGOUT
Summary
Assessments
Attendance
Grading
Discipline
Gradebook
Scheduling
Documents
Forms
Conferences
Letters
Grading
SELECT STUDENT:
Daily, Caitlin
Genesis Parents Module 2.0
CURRENT GRADES
GRADE HISTORY
Daily, Caitlin
Grade History
SCHOOL YEAR
GRADE
DESCRIPTION
SCHOOL
FG
ATTEMPTED
EARNED
2011-12 11 *ENGLISH 4 AP 2002 A 5.00 5.00
2011-12 11 SPANISH 4 2002 B+ 5.00 5.00
2011-12 11 *CALCULUS AP 2002 A+ 7.00 7.00
2011-12 11 *PHYSICS HON 2002 A 6.00 6.00
2011-12 11 WORLD CULTURES 2002 A 5.00 5.00
2011-12 11 WOODS TECH 1 CIP 2002 B+ 5.00 5.00
2011-12 11 PE 4/SCI 2002 A 3.00 3.00
2011-12 11 US HISTORY 2 2002 A 5.00 5.00
Totals for 2011-12 School Year 41.00 41.00
Transcript Totals for 2011-12 School Year 41.00 41.00
2010-11 10 ALGEBRA 1 2002 B- 5.00 5.00
2010-11 10 CMPTR REPAIR 1 CIP 2002 A- 5.00 5.00
2010-11 10 GRAPHIC ARTS 1 CIP 2002 C+ 5.00 5.00
2010-11 10 DRAW & PAINT 1 CIP 2002 C 5.00 5.00
2010-11 10 PHYS ED 2 2002 A 3.75 3.75
2010-11 10 HEALTH 2 2002 B 1.25 1.25
2010-11 10 ENGLISH RP 10 2002 B- 5.00 5.00
2010-11 10 BIOLOGY 2002 A- 5.00 5.00
2010-11 10 US HIST 1 2002 D 5.00 5.00
Totals for 2010-11 School Year 40.00 40.00
Transcript Totals for 2010-11 School Year 40.00 40.00
2009-10 09 ENGLISH 2 HSPA 2002 * B+ 5.00 5.00
2009-10 09 COMP GRAPHICS 2002 C 5.00 5.00

Student's Academic History – Information that will appear on their Transcript

Discipline



	DATE	TIME	INCIDENT DESCRIPTION	ACTION	ACTION DATES
1	6/4/2013		Excess Tardies	Referral to Counselor	6/4
2	3/5/2013		Excess Tardies	Central Detention	3/6
3	2/15/2013		Excess Tardies	Central Detention	2/18
4	2/11/2013		Point Reduction Code - Reduce Student's Penalty Point Count	Reduce a Student's Points	
5	1/12/2013		Point Reduction Code - Reduce Student's Penalty Point Count	Reduce a Student's Points	
6	12/11/2012		Excess Tardies	Central Detention	12/12
7	11/23/2012		Point Reduction Code - Reduce Student's Penalty Point Count	Reduce a Student's Points	
8	10/1/2012		Excess Tardies	Central Detention	10/2
9	8/23/2012	Period 4	Confrontational	1. Conference with Parent and Administrator 2. Central Detention	8/24 8/23 8/24
10	8/10/2012		Minor confrontation	Conference with Student and Administrator	8/10

Discipline Record

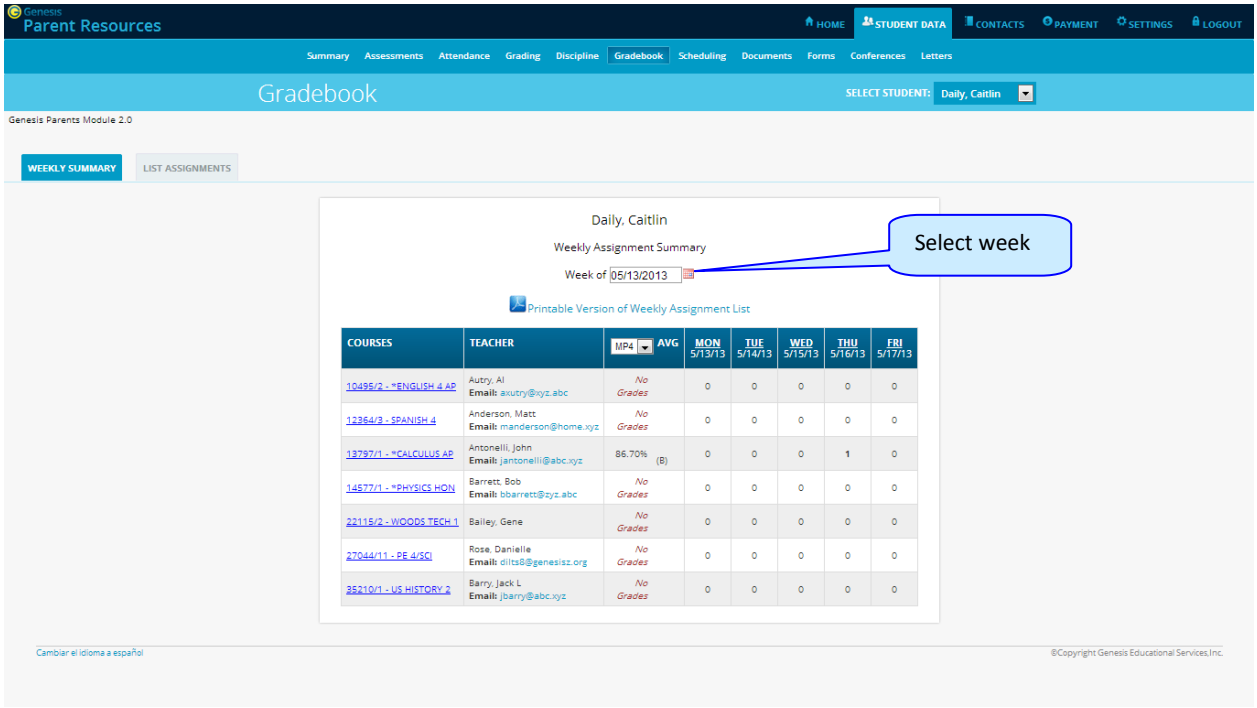
The optional Discipline screen lists any discipline issues you have had in the current school year. Each incident record includes the following information:

- The date and time period in which the incident occurred.
- A brief description of the incident
- A list of all actions that have taken place or will take place as a result of your involvement in the incident
- Dates on which the actions were or are scheduled to take place.

This screen may not be available in your school.

Gradebook

Weekly Summary of Assignments Screen and Marking Period Averages



The Gradebook Summary Screen – Click on the highlighted course name to see all the Assignments for that course. Click on a teacher's email address to send email to that teacher.

Choosing the Marking Period Average to Display

The "Avg" column always starts by displaying your student's up-to-date Marking Period average for the current (i.e. ongoing) Marking Period. You can check on their average for a previous Marking Period by using the drop down in the "Avg" column header:

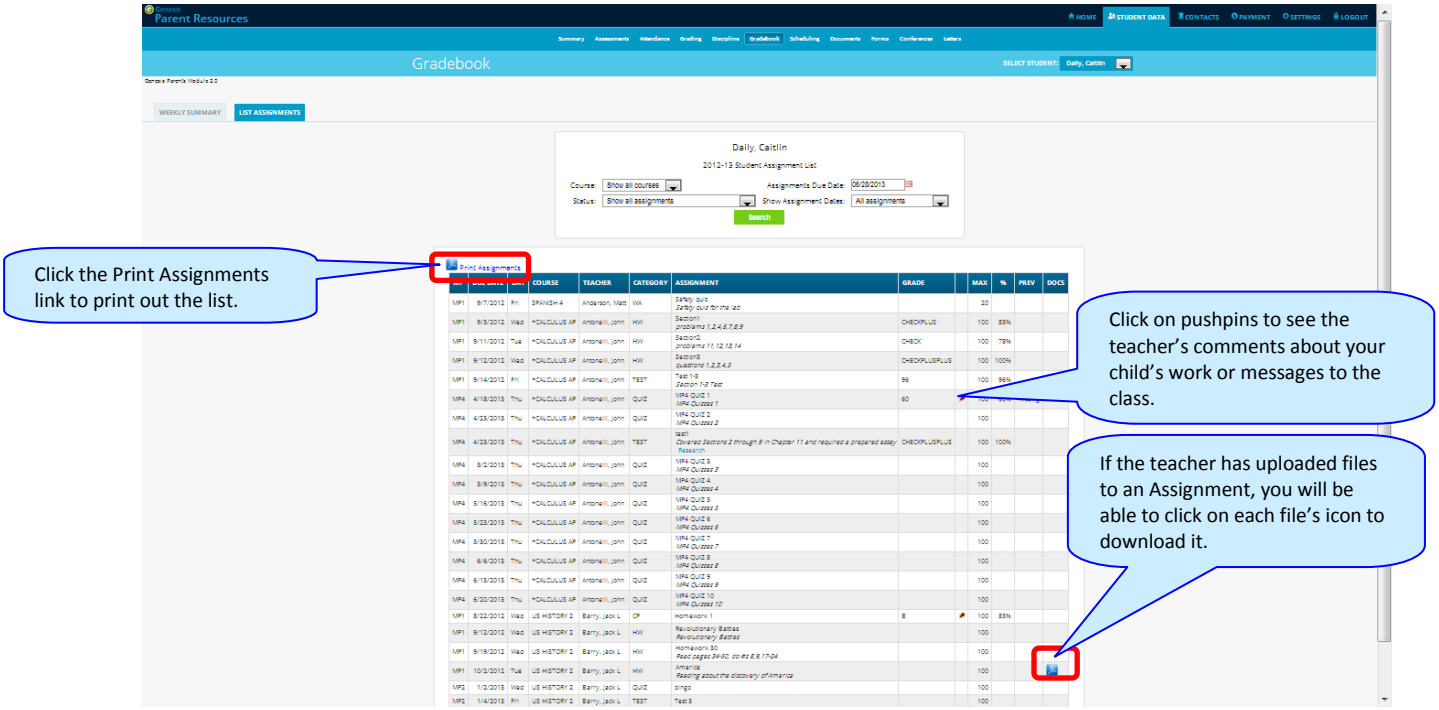
Select the Marking Period and the averages in the column will be updated to show you the averages for that Marking Period. If you tab away from this screen and then return, the averages for the current MP will once again be displayed.

Viewing all Assignments for One Course

To see all of the Assignments for one course, click on the highlighted course name. That will take you to the "One Course/All Assignments" screen.

Viewing all Assignments for a Selected Day

To see all of the Assignments for one ***day*** (for example, Tuesday), click on the highlighted day name. That will take you to the "One Day/All Assignments" screen.


Parent Resources
Gradebook
WEEKLY SUMMARY
LIST ASSIGNMENTS
Daily, Caitlin
2012-13 Student Assignment List
Search
Print Assignments
Click the Print Assignments link to print out the list.
Click on pushpins to see the teacher's comments about your child's work or messages to the class.
If the teacher has uploaded files to an Assignment, you will be able to click on each file's icon to download it.

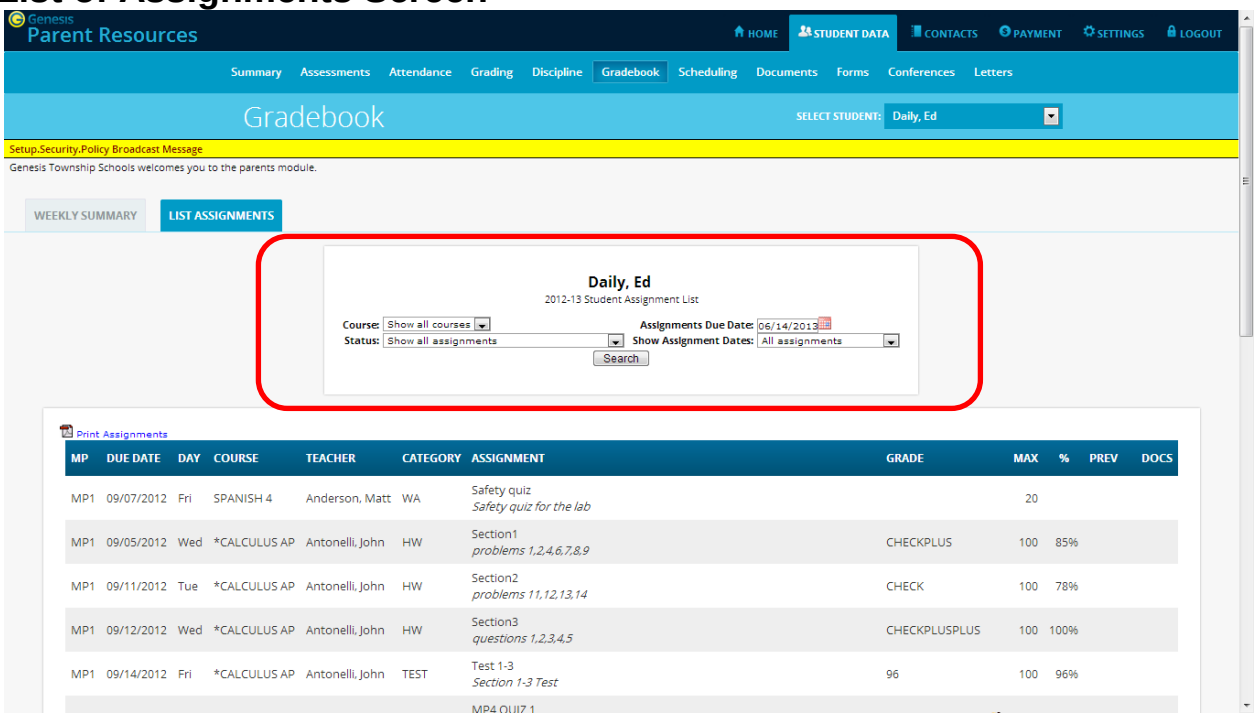
Gradebook Weekly Summary Screen – Search for Assignments by date, Marking Period or "All Assignments"

Gradebook Weekly Summary

This shows you a snap shot of all Assignments that are due for the selected week. You may do the following:

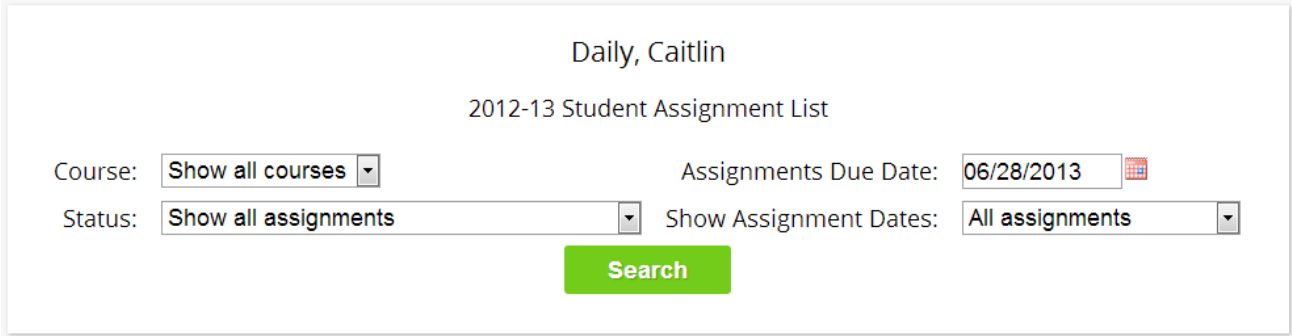
- Select a different week by clicking in the "Week of" field.
- See all Assignment for all courses by selecting "All Assignments".
- See all the Assignments for one course by clicking on the highlighted name of a course in the list.
- See all the Assignments for one day by clicking on the highlighted day name.
- See your marking period averages for either the current Marking Period or a previous Marking Period.
- Download files the teacher has attached to an Assignment.
- View teachers' Assignment comments for you.

List of Assignments Screen



List of Assignments

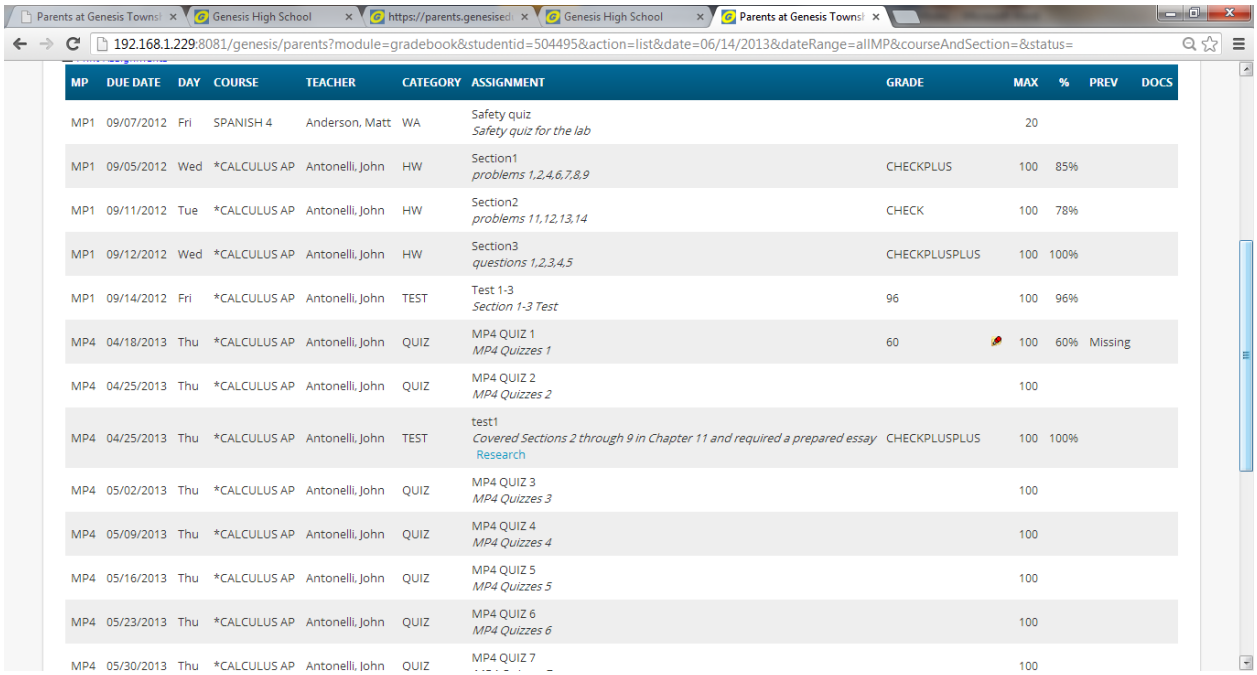
This screen will allow you to look at your Assignments in multiple ways.



The controls at the top of the screen let you select by the following criteria:

- **Courses** – Select one subject or all subjects
- **Status** –
  - Graded Assignments – Assignments that have been graded.
  - Ungraded Assignments – Assignments that the teacher has not yet graded.
  - Incomplete Assignments – Assignments the student has partially but not completely finished.
  - Missed Assignments – All assignments the you failed to turn in or do.
  - Assignments you have not yet completed because you were absent on the due date. An assignment is marked "Absent" if you were absent on the day it is due. This option shows all assignments currently marked "Absent".
- **Assignment Due Date** – Select one date. This date can be interpreted as the single date you selected ***or*** as the ***week*** which contains the date you selected ***or*** as the ***month***.
- **Show Assignment Dates** – This lets you choose the time period you wish to view assignments for:
  - "One day" – the Assignments for the date selected in **Assignment Due Date**.

- "Week of" - the Assignments for the week which contains the date selected in **Assignment Due Date**.
- "Month" - the Assignments for the ***month*** which contains the date selected in **Assignment Due Date**.
- "MP1" – All assignments for Marking Period 1.
- "MP2" – All assignments for Marking Period 2.
- "MP3" – All assignments for Marking Period 3.
- "MP4" – All assignments for Marking Period 4.
- "All Assignments" – All assignments for the entire duration of the course.

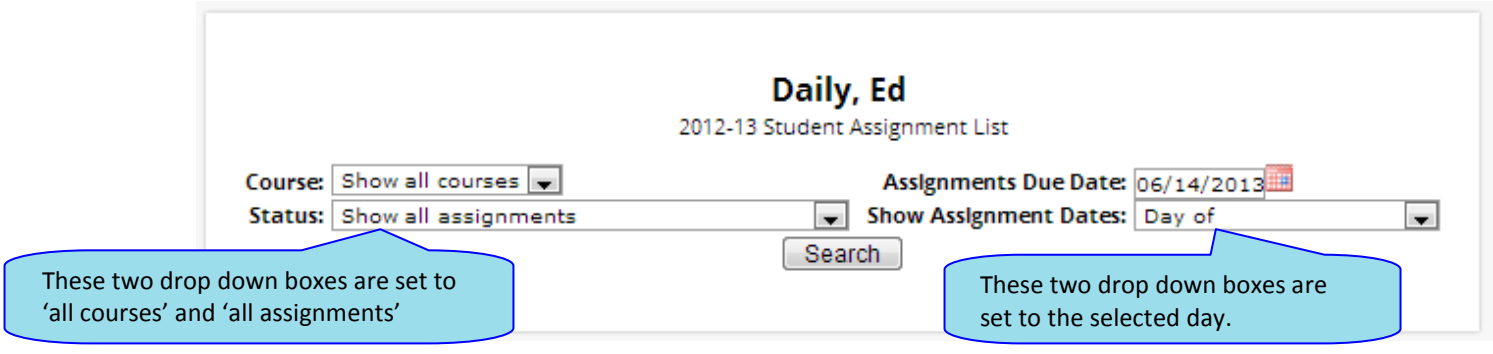


MP	DUE DATE	DAY	COURSE	TEACHER	CATEGORY	ASSIGNMENT	GRADE	MAX	%	PREV	DOCS
MP1	09/07/2012	Fri	SPANISH 4	Anderson, Matt	WA	Safety quiz *Safety quiz for the lab*		20			
MP1	09/05/2012	Wed	*CALCULUS AP	Antonelli, John	HW	Section1 *problems 1,2,4,6,7,8,9*	CHECKPLUS	100	85%		
MP1	09/11/2012	Tue	*CALCULUS AP	Antonelli, John	HW	Section2 *problems 11,12,13,14*	CHECK	100	78%		
MP1	09/12/2012	Wed	*CALCULUS AP	Antonelli, John	HW	Section3 *questions 1,2,3,4,5*	CHECKPLUSPLUS	100	100%		
MP1	09/14/2012	Fri	*CALCULUS AP	Antonelli, John	TEST	Test 1-3 *Section 1-3 Test*	96	100	96%		
MP4	04/18/2013	Thu	*CALCULUS AP	Antonelli, John	QUIZ	MP4 QUIZ 1 *MP4 Quizzes 1*	60	100	60%	Missing	
MP4	04/25/2013	Thu	*CALCULUS AP	Antonelli, John	QUIZ	MP4 QUIZ 2 *MP4 Quizzes 2*		100			
MP4	04/25/2013	Thu	*CALCULUS AP	Antonelli, John	TEST	test1 *Covered Sections 2 through 9 in Chapter 11 and required a prepared essay* Research	CHECKPLUSPLUS	100	100%		
MP4	05/02/2013	Thu	*CALCULUS AP	Antonelli, John	QUIZ	MP4 QUIZ 3 *MP4 Quizzes 3*		100			
MP4	05/09/2013	Thu	*CALCULUS AP	Antonelli, John	QUIZ	MP4 QUIZ 4 *MP4 Quizzes 4*		100			
MP4	05/16/2013	Thu	*CALCULUS AP	Antonelli, John	QUIZ	MP4 QUIZ 5 *MP4 Quizzes 5*		100			
MP4	05/23/2013	Thu	*CALCULUS AP	Antonelli, John	QUIZ	MP4 QUIZ 6 *MP4 Quizzes 6*		100			
MP4	05/30/2013	Thu	*CALCULUS AP	Antonelli, John	QUIZ	MP4 QUIZ 7		100			

One Day's Assignments

One Day's Assignment

When you click on a 'day' name you are brought to the "List Assignments" screen with only the one day selected:


Daily, Ed
2012-13 Student Assignment List
Course: Show all courses
Assignments Due Date: 06/14/2013
Status: Show all assignments
Show Assignment Dates: Day of
Search
These two drop down boxes are set to 'all courses' and 'all assignments'
These two drop down boxes are set to the selected day.

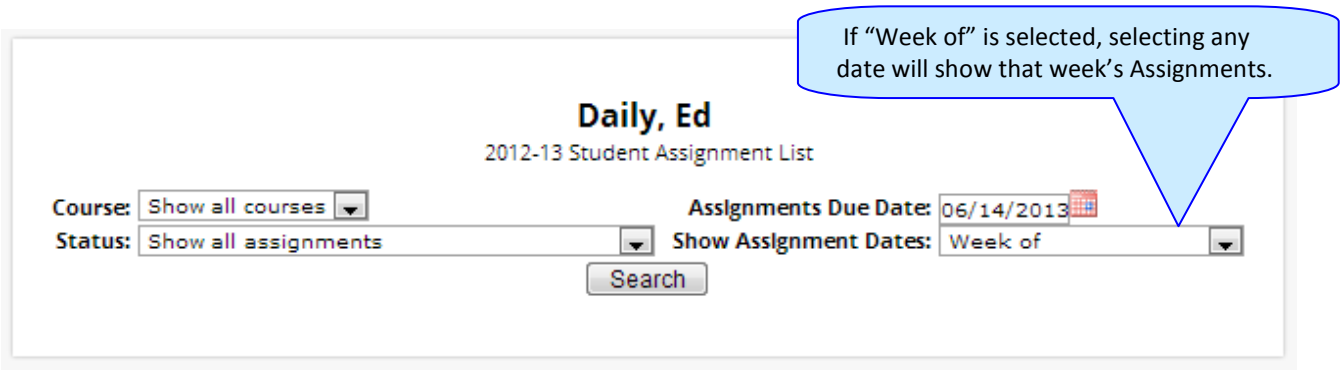
One Day/All Assignments

If you click on a day name, you come to the "One Day/All Assignments" screen. This is the "List Assignments" screen set for one day, all courses, and all assignments.

One Week's Assignments

Viewing a Week's Assignments

If you select "Week of" and select any date, you will be shown all assignments for the week containing the selected date. For example, if you select the date "11/21/2008" which happens to be a Friday, you will be shown all assignments for the week Monday, 11/17/2008 through Friday, 11/21/2008.


If "Week of" is selected, selecting any date will show that week's Assignments.
Daily, Ed
2012-13 Student Assignment List
Course: Show all courses
Assignments Due Date: 06/14/2013
Status: Show all assignments
Show Assignment Dates: Week of
Search

Special Grades and the Previous Grade Column ("Prev")

MP	DUE DATE	DAY	COURSE	TEACHER	CATEGORY	ASSIGNMENT	GRADE		MAX	%	PREV	DOCS
MP1	9/7/2012	Fri	SPANISH 4	Anderson, Matt	WA	Safety quiz *Safety quiz for the lab*			20			
MP1	9/5/2012	Wed	*CALCULUS AP	Antonelli, John	HW	Section1 *problems 1,2,4,6,7,8,9*	CHECKPLUS		100	85%		
MP1	9/11/2012	Tue	*CALCULUS AP	Antonelli, John	HW	Section2 *problems 11,12,13,14*	CHECK		100	78%		
MP1	9/12/2012	Wed	*CALCULUS AP	Antonelli, John	HW	Section3 *questions 1,2,3,4,5*	CHECKPLUSPLUS		100	100%		
MP1	9/14/2012	Fri	*CALCULUS AP	Antonelli, John	TEST	Test 1-3 *Section 1-3 Test*	96		100	96%		
MP4	4/18/2013	Thu	*CALCULUS AP	Antonelli, John	QUIZ	MP4 QUIZ 1 *MP4 Quizzes 1*	60		100	60%	Missing	

Teachers have 4 "special" grades that they can give students for any assignment:

- **Absent** – You were absent on the date the assignment was due. This means you have a chance to make up the work: The assignment is not counted until the teacher changes the grade to a regular grade or to **Missing** or **Incomplete.** When a grade of **Absent** is changed to another grade, "Absent" appears in the **Prev** column. Something that "was previously Absent" was turned in after you returned to school following an absence.
- **Missing** – Your child failed to turn in an assignment or take a quiz or a test. When a Missing is changed to another grade, Missing appears in the **PREV** column. Missing is the most common special grade. A teacher's comment may accompany a missing. Something that "was previously Missing" was turned in late.
- **Incomplete** – You partially completed an assignment but did not finish it. When **Incomplete** appears in the **PREV** column, you have completed the assignment late.
- **Exempt** – You are not responsible for doing this assignment. It does not count for you. It is unusual for an Exempt to appear in the **PREV** column. Usually, when a student is explicitly exempt from an Assignment, they are not later given a grade.

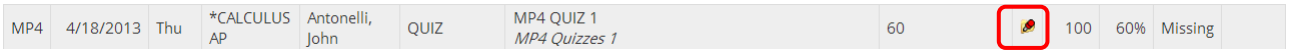
Initially, these special grades appear in the regular **GRADE** column (e.g. ABS). When a teacher gives one of these special grades (e.g. MI - Missing) and then later changes it to another grade, the original, special grade

(i.e. Missing) is displayed in the PREV column on the List Assignments screen. Regular grades ***never*** appear in the PREV column – it is only for these special grades.

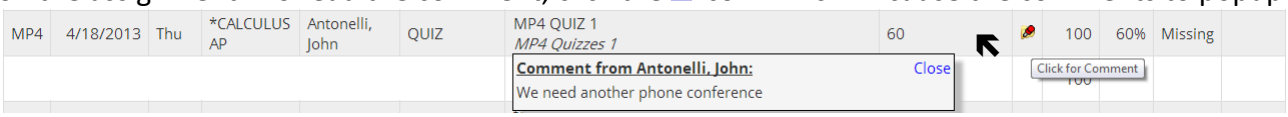
The teacher cannot clear the "previous grade". It is always displayed to you. You might use this information to help understand why you may have received the grade you did ("the work was late"). For example, excellent work turned in late often receives a reduced grade.

Viewing Teacher Comments

Teachers can enter comments on your performance that can be viewed through the List Assignments screen. ***If a teacher has entered a comment on an assignment, please take time to view it.***

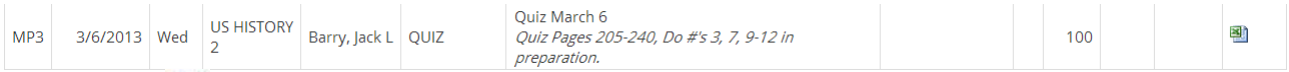


If a pushpin icon appears on the Assignment line, it means the teacher has entered a comment on the assignment. To read the comment, click the icon. This will cause the comments to popup:

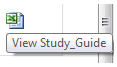

MP4 4/18/2013 Thu *CALCULUS AP Antonelli, John QUIZ MP4 QUIZ 1 MP4 Quizzes 1 60 100 60% Missing
Comment from Antonelli, John: Close
We need another phone conference
Click for Comment

Downloading Attached Documents

Teachers can upload documents to assignments so that you can download these at home. The "documents" include such things as MS Word, MS Excel, PDF files, .wmv movies, podcasts and many other types of files. When one or more documents have been uploaded and attached to an assignment, icons identifying the type of each attachment appear in the Docs column on the List Assignment screen.



If icons (e.g.) appear in the "Docs" column on the right side of an Assignment line, it means that the teacher has uploaded files to the assignment and you may download them. There will be one icon for each file the teacher has attached (E.g. means there is one MS Excel file attached). The shape of the icon indicates the kind of file that is attached (e.g. indicates a PDF file that requires ADOBE Reader to read). You will need to have installed the right application to view each type of file.[1]

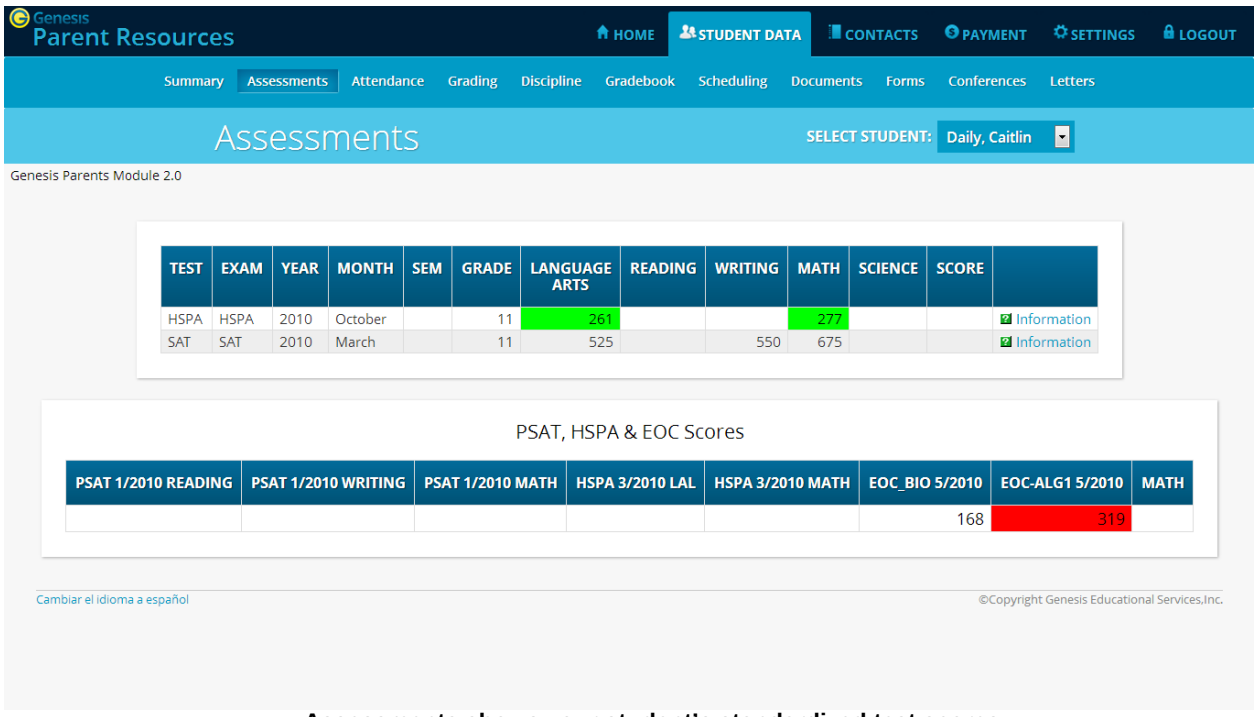
To see the description of an attached document, place your cursor on the icon: 

(cursor is located on the icon)

To download the file, double click on its icon. The content will be displayed in the central part of the screen.

[1] While teachers are encouraged to upload files in common formats, such as MS Word, there is no guarantee that you will always have the right application to view an attachment. If you do not, please contact the teacher.

Assessments



Assessments shows your student's standardized test scores

List of Standardized Test Scores

The top section lists your standardized test scores:

TEST	EXAM	YEAR	MONTH	SEM	GRADE	LANGUAGE ARTS	READING	WRITING	MATH	SCIENCE	SCORE	
HSPA	HSPA	2010	October		11	261			277			Information
SAT	SAT	2010	March		11	525		550	675			Information

Views of Various Groups of Scores

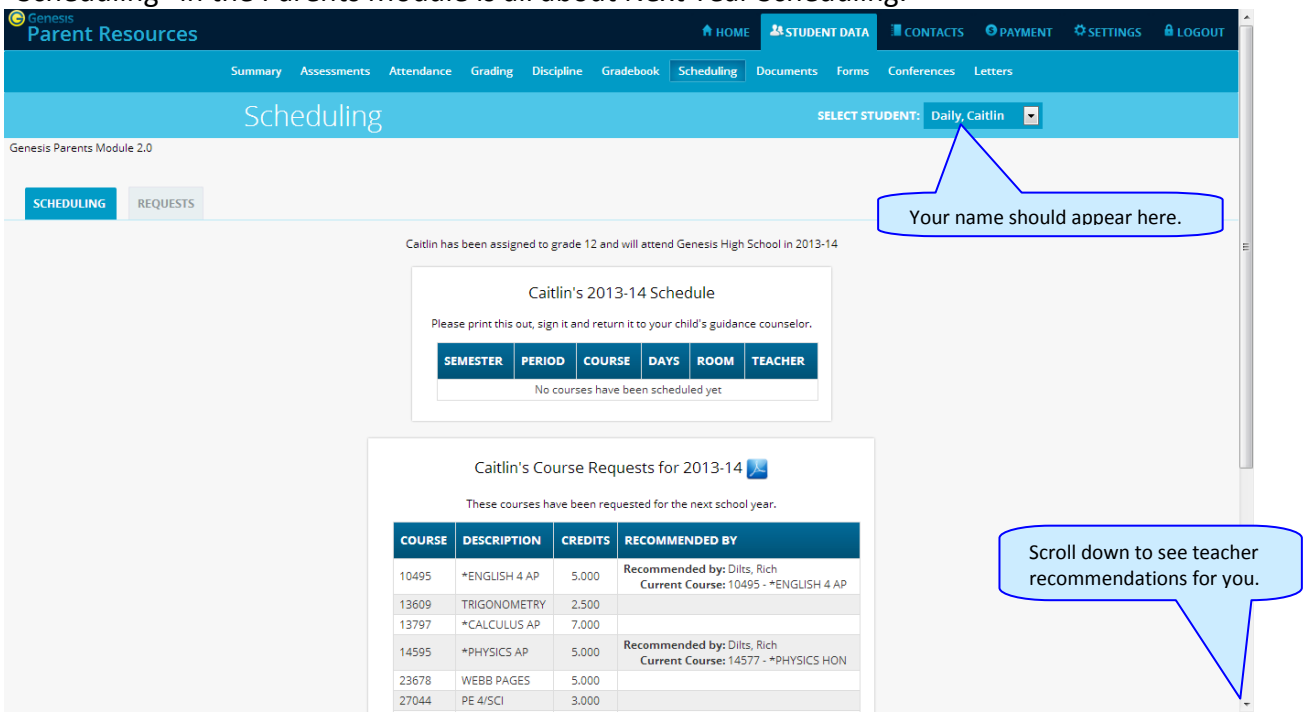
The other sections, if any appear, show groups of your scores. Each section contains a group of scores related in some way:

PSAT, HSPA & EOC Scores

PSAT 1/2010 READING	PSAT 1/2010 WRITING	PSAT 1/2010 MATH	HSPA 3/2010 LAL	HSPA 3/2010 MATH	EOC_BIO 5/2010	EOC-ALG1 5/2010	MATH
					168	319	

Scheduling

"Scheduling" in the Parents Module is all about Next Year Scheduling.



Viewing Next Year Requests, Recommendations and Schedule

The Scheduling screen shows you your course requests for the ***next*** school year (e.g. 2012-13 if this year is 2011-12), teacher recommendations, if there are any, as well as their "next year" schedule once one has been created.

There are three things listed on this screen:

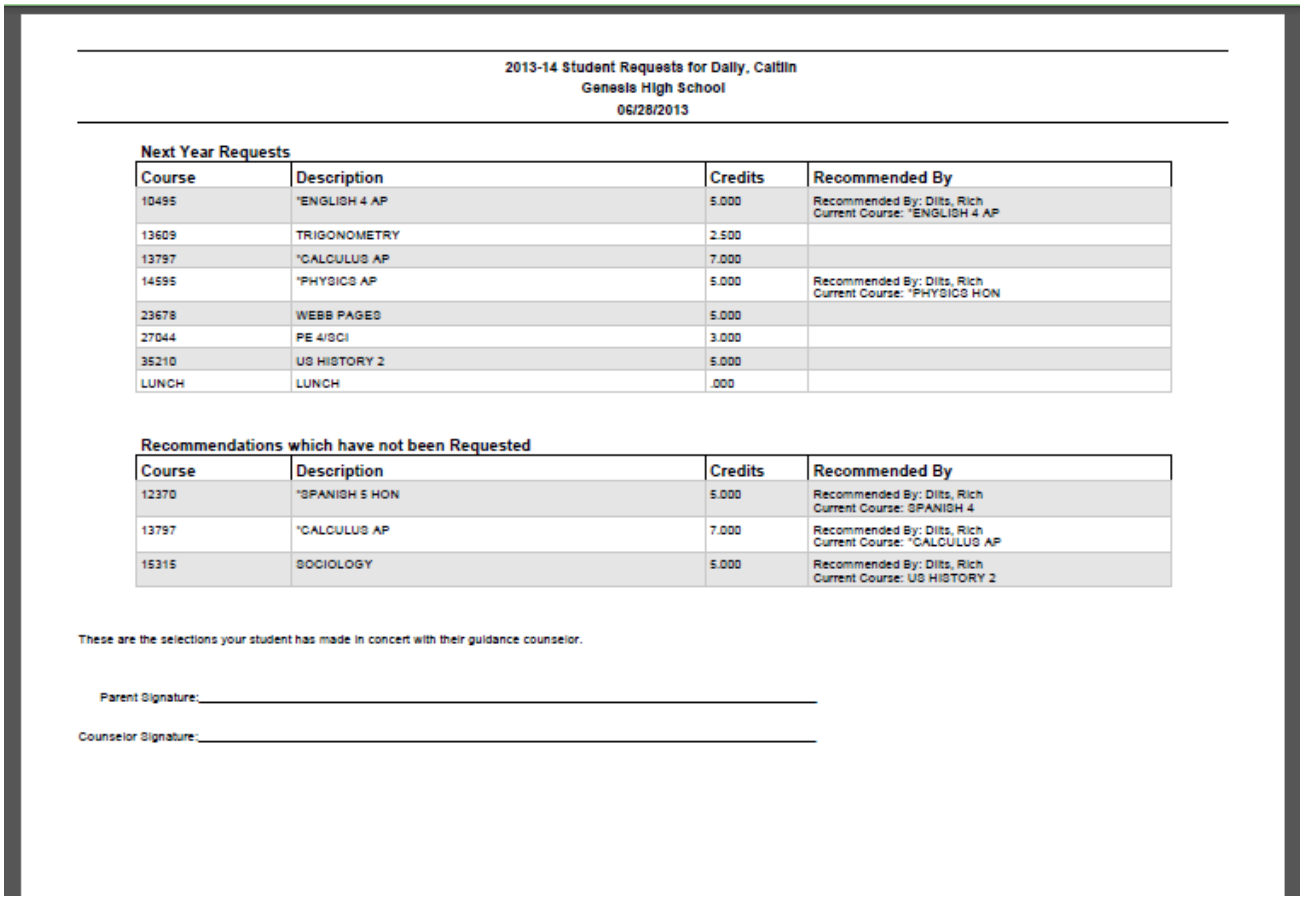
1. **Your student's list of course requests for next year**. These can be printed out.
2. **The teacher a course was recommended by** – if there was a teacher recommendation. Teacher Recommendations will appear at the very bottom of the screen.
3. **Your actual schedule for next year**. Once your schedule for next year is ready, it will be displayed on this screen as well. This may not happen during the current school year. When the next year schedule is ready, you will be able to print it out as well.

Printing Next Year's Requests

1. Click the PDF Icon next to the "list of requests" header:

   Caitlin's Course Requests for 2013-14

   This brings up an Adobe PDF view of your course requests for next year (shown below). The printed report includes a "signature" line.
2. Use the Adobe Reader's print button to send the report to the printer.
3. You may be asked to print the request list, sign the set of requests and return the signed list to school. You may need to have your parent/guardian sign as well.



2013-14 Student Requests for Daily, Caitlin
Genesis High School
06/28/2013

Next Year Requests

Course	Description	Credits	Recommended By
10495	*ENGLISH 4 AP	5.000	Recommended By: Dilts, Rich Current Course: *ENGLISH 4 AP
13609	TRIGONOMETRY	2.500	
13797	*CALCULUS AP	7.000	
14595	*PHYSICS AP	5.000	Recommended By: Dilts, Rich Current Course: *PHYSICS HON
23678	WEBB PAGES	5.000	
27044	PE 4/SCI	3.000	
35210	US HISTORY 2	5.000	
LUNCH	LUNCH	.000	

Recommendations which have not been Requested

Course	Description	Credits	Recommended By
12370	*SPANISH 5 HON	5.000	Recommended By: Dilts, Rich Current Course: SPANISH 4
13797	*CALCULUS AP	7.000	Recommended By: Dilts, Rich Current Course: *CALCULUS AP
15315	SOCIOLOGY	5.000	Recommended By: Dilts, Rich Current Course: US HISTORY 2

These are the selections your student has made in concert with their guidance counselor.

Parent Signature:_____

Counselor Signature:_____

Adobe PDF report of your student's next year course requests. Use the Adobe Print button to print this out.

Printing Next Year's Schedule

Your next year schedule will only be available once the scheduling process completes. This may not occur until after the end of the current school year. Scheduling is a long and complicated process. An empty or missing schedule simply means that your school has not yet completed the scheduling process and is not a cause for alarm.

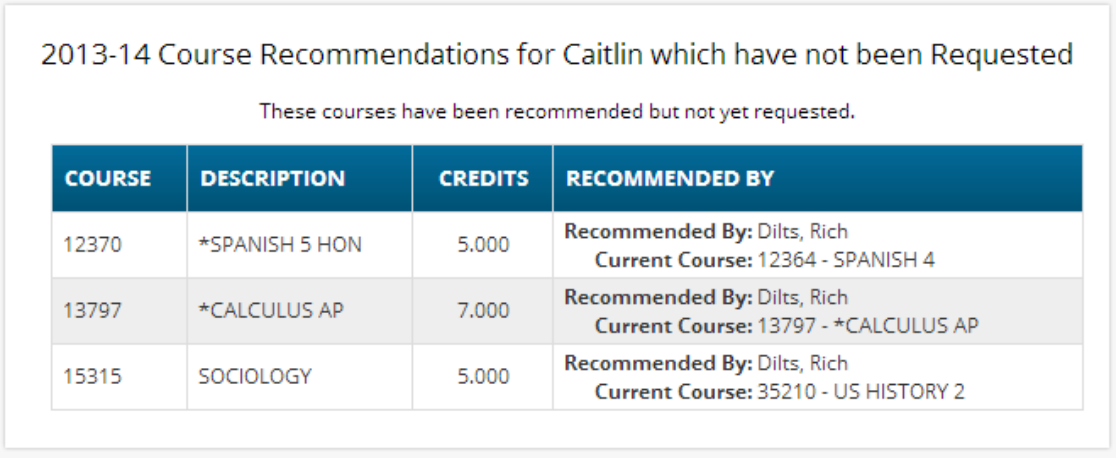
1. Click the PDF Icon next to the "Next Year Schedule" header:

   Caitlin's Course Requests for 2013-14

   This brings up an Adobe PDF view of your student's next year schedule.
2. Use the Adobe Reader's print button to send the report to your printer.

Courses Recommended but Not Requested

The very bottom of the Scheduling screen may contain a list of courses that teachers recommended for you but which you decided not to request and not to take. Scroll down to see this list.



2013-14 Course Recommendations for Caitlin which have not been Requested

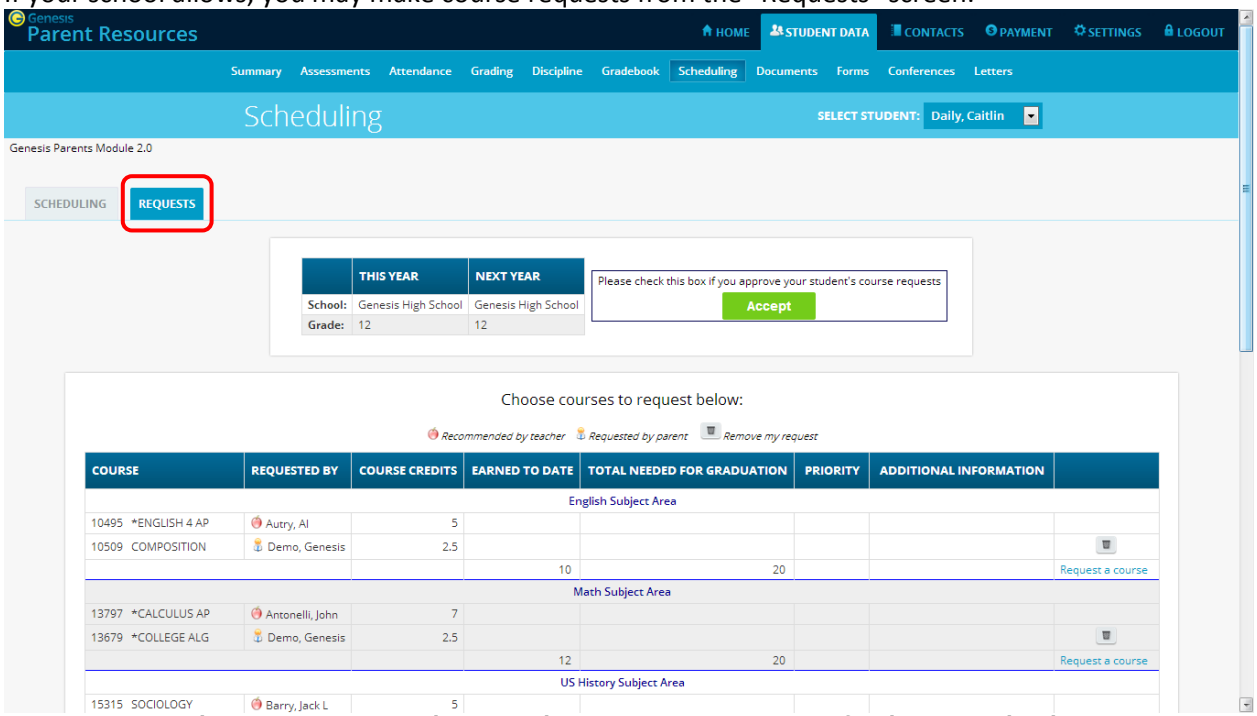
These courses have been recommended but not yet requested.

COURSE	DESCRIPTION	CREDITS	RECOMMENDED BY
12370	*SPANISH 5 HON	5.000	**Recommended By:** Dilts, Rich **Current Course:** 12364 - SPANISH 4
13797	*CALCULUS AP	7.000	**Recommended By:** Dilts, Rich **Current Course:** 13797 - *CALCULUS AP
15315	SOCIOLOGY	5.000	**Recommended By:** Dilts, Rich **Current Course:** 35210 - US HISTORY 2

This list will appear if a teacher recommends a course for you and you decide not to take the course. The course is then "not requested" so that it will not be scheduled for you.

Making Next Year Course Requests

If your school allows, you may make course requests from the "Requests" screen:

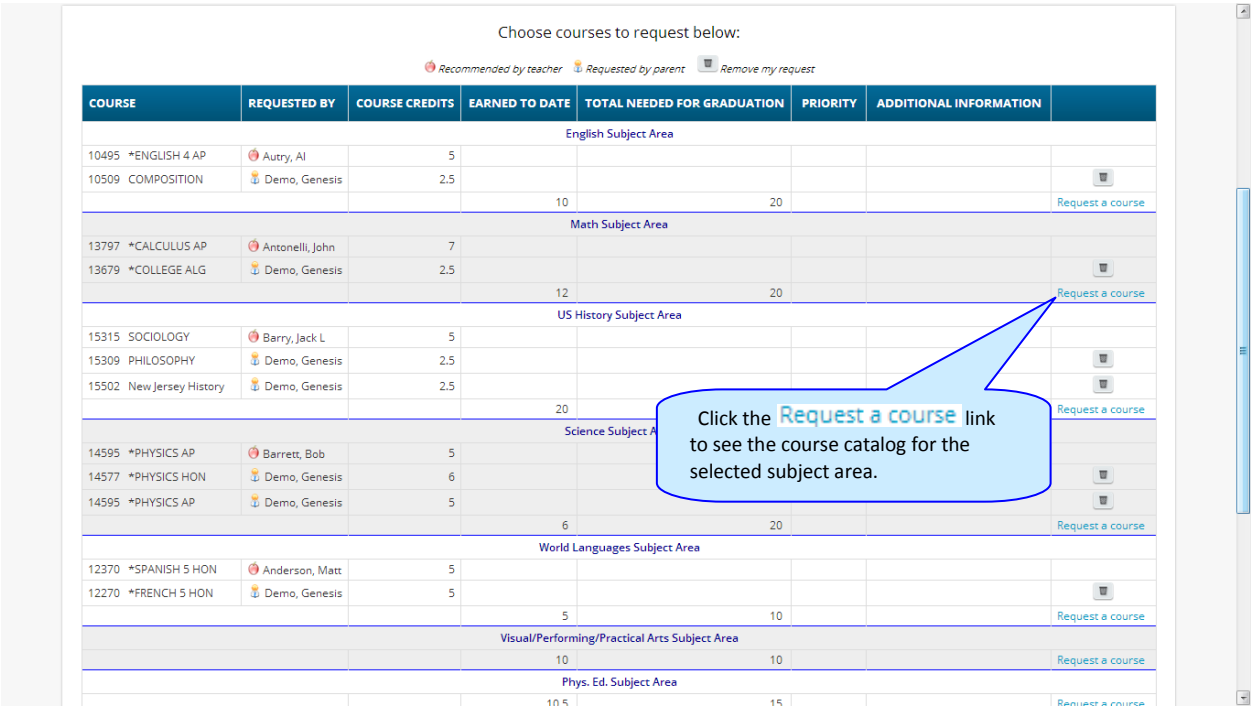


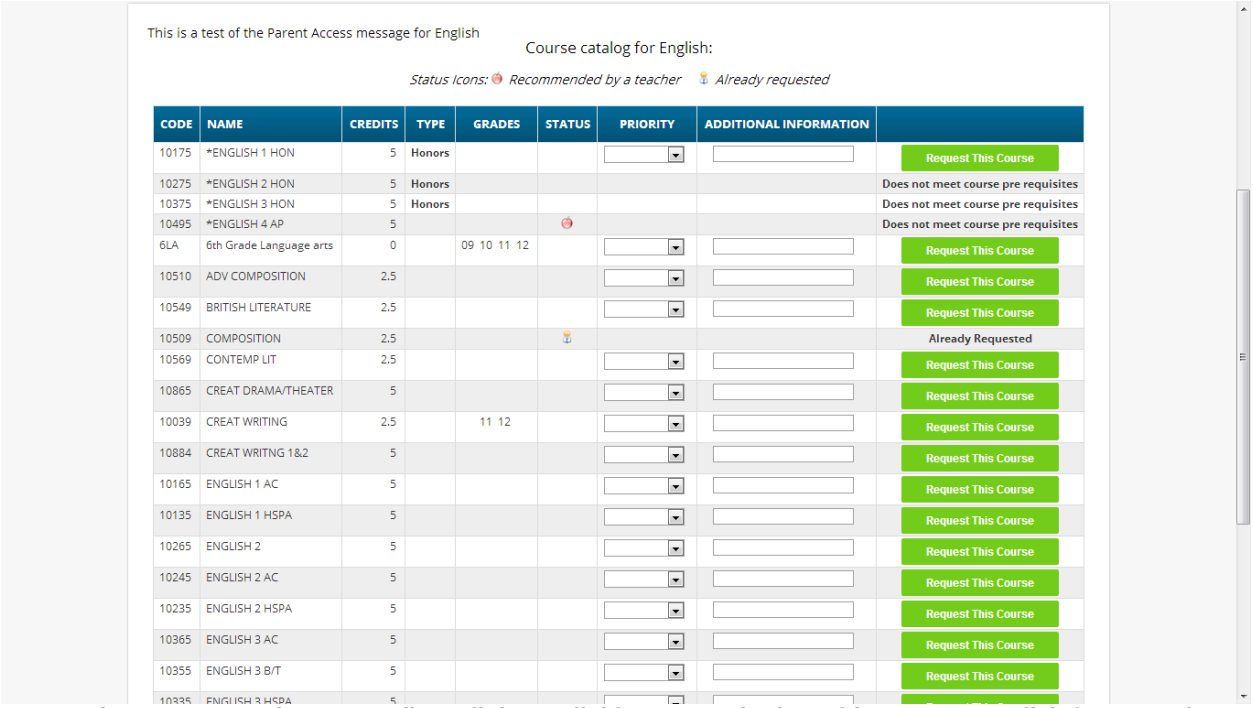
The Requests screen lets you choose courses to request for the next school year.

Making Course Requests

If you are allowed to request courses, the Requests screen will be available and the subjects will be listed there. If a subject is not listed, you cannot make requests for it.

To view the available courses for a subject – to see the course catalog – click on the "Request a Course" button for that subject:




This is a test of the Parent Access message for English
Course catalog for English:
Status Icons: Recommended by a teacher Already requested
CODE
NAME
CREDITS
TYPE
GRADES
STATUS
PRIORITY
ADDITIONAL INFORMATION
10175 *ENGLISH 1 HON 5 Honors Request This Course
10275 *ENGLISH 2 HON 5 Honors Does not meet course pre requisites
10375 *ENGLISH 3 HON 5 Honors Does not meet course pre requisites
10495 *ENGLISH 4 AP 5 Does not meet course pre requisites
6LA 6th Grade Language arts 0 09 10 11 12 Request This Course
10510 ADV COMPOSITION 2.5 Request This Course
10549 BRITISH LITERATURE 2.5 Request This Course
10509 COMPOSITION 2.5 Already Requested
10569 CONTEMP LIT 2.5 Request This Course
10865 CREAT DRAMA/THEATER 5 Request This Course
10039 CREAT WRITING 2.5 11 12 Request This Course
10884 CREAT WRITNG 1&2 5 Request This Course
10165 ENGLISH 1 AC 5 Request This Course
10135 ENGLISH 1 HSPA 5 Request This Course
10265 ENGLISH 2 5 Request This Course
10245 ENGLISH 2 AC 5 Request This Course
10235 ENGLISH 2 HSPA 5 Request This Course
10365 ENGLISH 3 AC 5 Request This Course
10355 ENGLISH 3 B/T 5 Request This Course

The Course Catalog screen lists all the available courses in the subject area – English for example.

Deciphering the Course Catalog

Each line in the course catalog provides the following information:

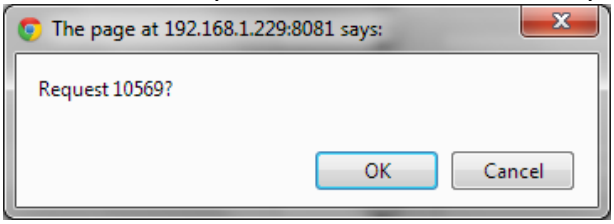
CODE	NAME	CREDITS	TYPE	GRADES	STATUS	PRIORITY	ADDITIONAL INFORMATION	
10175	*ENGLISH 1 HON	5	Honors					Request This Course
10275	*ENGLISH 2 HON	5	Honors					Does not meet course pre requisites
10375	*ENGLISH 3 HON	5	Honors					Does not meet course pre requisites
10495	*ENGLISH 4 AP	5						Does not meet course pre requisites
6LA	6th Grade Language arts	0		09 10 11 12				Request This Course
10510	ADV COMPOSITION	2.5						Request This Course
10549	BRITISH LITERATURE	2.5						Request This Course
10509	COMPOSITION	2.5						Already Requested
10569	CONTEMP LIT	2.5						Request This Course

- **Course Code** – The course number in the school's catalog.
- **Course Name or description** – The name of the course.
- **Credits** – How many credits is it worth?
- **Type or level of course (e.g. Honors or AP)**
- **Grades** – Which grade levels (e.g. 10th grade) is the course aimed at?
- **Status** – Has this course been recommended for your student? Have they already requested it?
- **Priority** – A drop down that allows you to select your priority for the course.
- **Additional Information** – A place where you can enter a short note about your choice.
- **Selector or Message** – This either provides you with a "Request this Course" button or the reason why the student cannot request it. For example, because it is already one of their requests, or they do not have the prerequisites for the course.

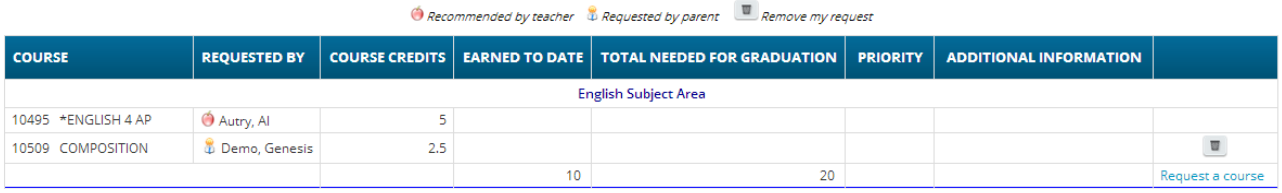
The catalog may have expanded descriptions of the course, and may also give reasons why you cannot choose a particular course for you. If a course can be requested, the "Request this Course" button will be available. Click this button to choose the corresponding course:

CODE	NAME	CREDITS	TYPE	GRADES	STATUS	PRIORITY	ADDITIONAL INFORMATION	
10175	*ENGLISH 1 HON	5	Honors					Request This Course
10275	*ENGLISH 2 HON	5	Honors					Does not meet course pre requisites
10375	*ENGLISH 3 HON	5	Honors					Does not meet course pre requisites
10495	*ENGLISH 4 AP	5						Does not meet course pre requisites
6LA	6th Grade Language arts	0		09 10 11 12				Request This Course
10510	ADV COMPOSITION	2.5						Request This Course
10549	BRITISH LITERATURE	2.5						Request This Course
10509	COMPOSITION	2.5						Already Requested
10569	CONTEMP LIT	2.5						Request This Course

When you click on a Request This Course button, you will be asked to confirm your choice:

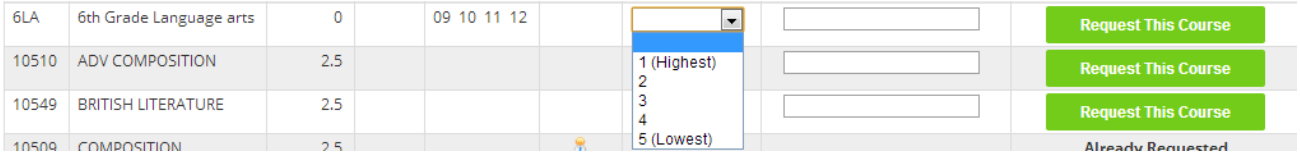


Click “OK” to finalize the course request or “Cancel” to cancel it.
Once you have made a request, the “Requests” screen is updated with your choice:



Prioritizing your Choices
The Course Catalog contains a “Priority” drop down for each course and an “Additional Information” field.

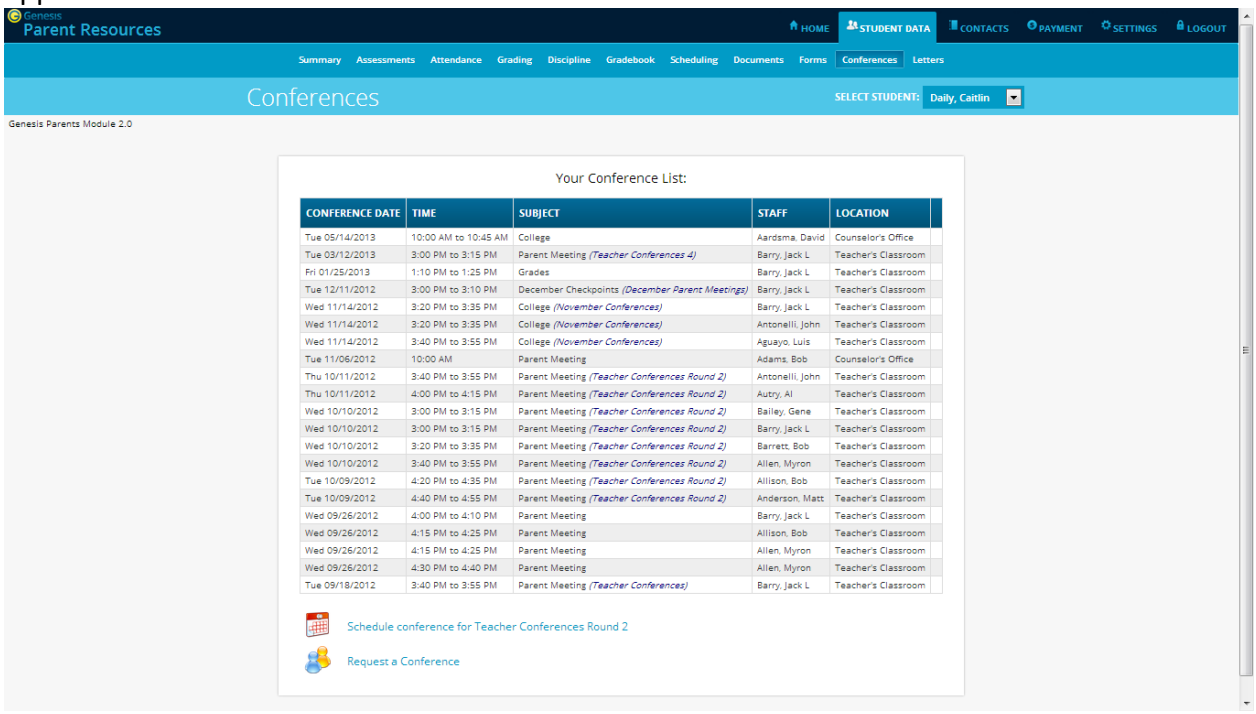
You can prioritize your choice by selecting a priority. The “Priority” checkbox lets you pick a number between 1 – the highest – and 5 – the lowest – to indicate the order of your choices.



You can also put a short note in the Additional Information field. Your guidance counselor will be able to see both the priority and the short note.

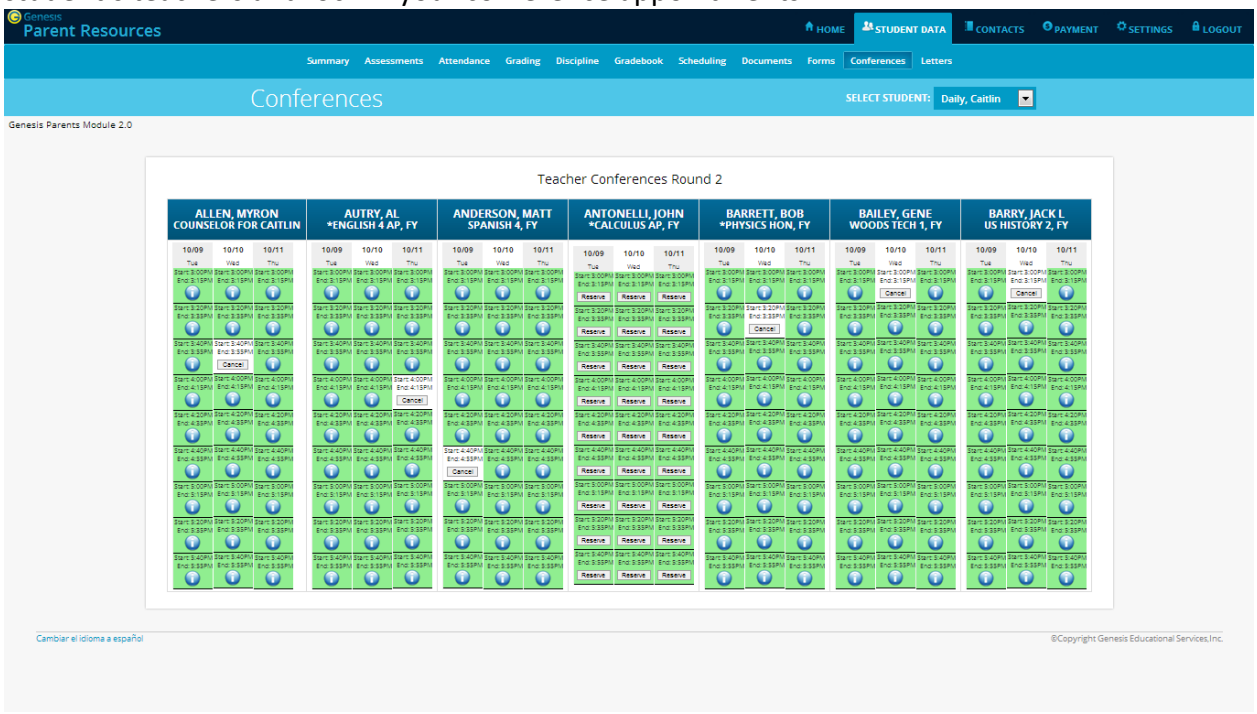
Conferences

The Conferences tab contains a list of conferences scheduled with school personnel (teachers, counselors, case managers) that have been made for you and/or your guardian(s). There are two controls on the bottom of the screen, which allows you to make or request additional conference appointments.


Genesis
Parent Resources
HOME
STUDENT DATA
CONTACTS
PAYMENT
SETTINGS
LOGOUT
Summary
Assessments
Attendance
Grading
Discipline
Gradebook
Scheduling
Documents
Forms
Conferences
Letters
Conferences
SELECT STUDENT:
Daily, Caitlin
Genesis Parents Module 2.0
Your Conference List:
CONFERENCE DATE
TIME
SUBJECT
STAFF
LOCATION
Tue 05/14/2013 10:00 AM to 10:45 AM College Aardsma, David Counselor's Office
Tue 03/12/2013 3:00 PM to 3:15 PM Parent Meeting (Teacher Conferences 4) Barry, Jack L Teacher's Classroom
Fri 01/25/2013 1:10 PM to 1:25 PM Grades Barry, Jack L Teacher's Classroom
Tue 12/11/2012 3:00 PM to 3:10 PM December Checkpoints (December Parent Meetings) Barry, Jack L Teacher's Classroom
Wed 11/14/2012 3:20 PM to 3:35 PM College (November Conferences) Barry, Jack L Teacher's Classroom
Wed 11/14/2012 3:20 PM to 3:35 PM College (November Conferences) Antonelli, John Teacher's Classroom
Wed 11/14/2012 3:40 PM to 3:55 PM College (November Conferences) Aguayo, Luis Teacher's Classroom
Tue 11/06/2012 10:00 AM Parent Meeting Adams, Bob Counselor's Office
Thu 10/11/2012 3:40 PM to 3:55 PM Parent Meeting (Teacher Conferences Round 2) Antonelli, John Teacher's Classroom
Thu 10/11/2012 4:00 PM to 4:15 PM Parent Meeting (Teacher Conferences Round 2) Autry, Al Teacher's Classroom
Wed 10/10/2012 3:00 PM to 3:15 PM Parent Meeting (Teacher Conferences Round 2) Bailey, Gene Teacher's Classroom
Wed 10/10/2012 3:00 PM to 3:15 PM Parent Meeting (Teacher Conferences Round 2) Barry, Jack L Teacher's Classroom
Wed 10/10/2012 3:20 PM to 3:35 PM Parent Meeting (Teacher Conferences Round 2) Barrett, Bob Teacher's Classroom
Wed 10/10/2012 3:40 PM to 3:55 PM Parent Meeting (Teacher Conferences Round 2) Allen, Myron Teacher's Classroom
Tue 10/09/2012 4:20 PM to 4:35 PM Parent Meeting (Teacher Conferences Round 2) Allison, Bob Teacher's Classroom
Tue 10/09/2012 4:40 PM to 4:55 PM Parent Meeting (Teacher Conferences Round 2) Anderson, Matt Teacher's Classroom
Wed 09/26/2012 4:00 PM to 4:10 PM Parent Meeting Barry, Jack L Teacher's Classroom
Wed 09/26/2012 4:15 PM to 4:25 PM Parent Meeting Allison, Bob Teacher's Classroom
Wed 09/26/2012 4:15 PM to 4:25 PM Parent Meeting Allen, Myron Teacher's Classroom
Wed 09/26/2012 4:30 PM to 4:40 PM Parent Meeting Allen, Myron Teacher's Classroom
Tue 09/18/2012 3:40 PM to 3:55 PM Parent Meeting (Teacher Conferences) Barry, Jack L Teacher's Classroom
Schedule conference for Teacher Conferences Round 2
Request a Conference

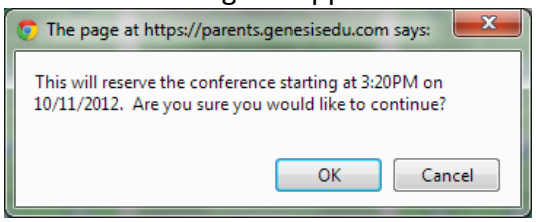
Scheduling Conferences

Clicking on the Schedule conference link brings up a screen where you select a time slot for each of your student's teachers and lock in your conference appointments:



Each teacher or counselor has a column which will show all available slots:

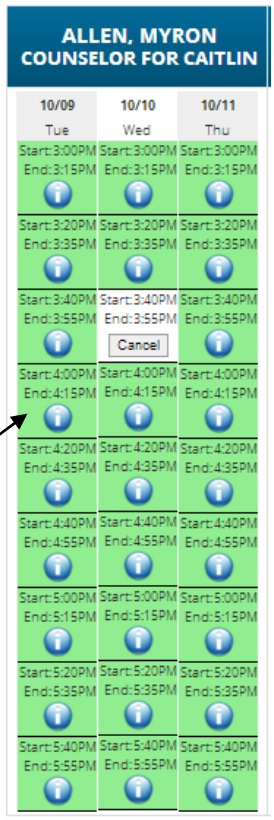
To select a conference slot, locate a date and time that works for you and click the Reserve button for that slot. A verification dialog will appear:


The page at https://parents.genesisedu.com says:
This will reserve the conference starting at 3:20PM on 10/11/2012. Are you sure you would like to continue?
OK
Cancel

Click OK to reserve the slot.

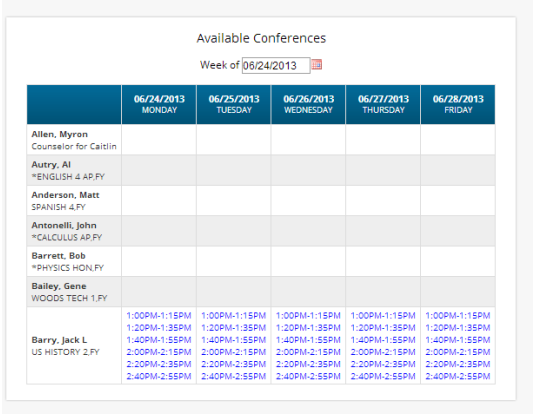
Once you have reserved a slot, all the remaining slots for that person will become unavailable.

You may only schedule one slot for each teacher or counselor during a "Teacher Conference" event.



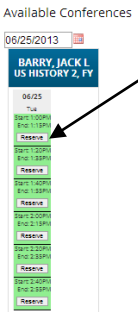
Requesting a Conference

Requesting a Conference is different than Scheduling a Conference. When you click on the link, you will see a list of your students' teachers for the current week:



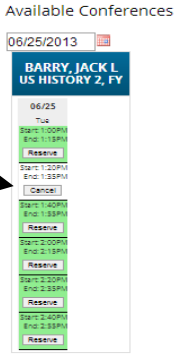
You may only "request" an already available slot. Teachers who have slots available will have the slot times listed. You cannot request a conference for a teacher who has no available slots.

To request one of the available slots, click on the listed slot time. A list of that teacher's slots for the selected ***day*** will be displayed. You can then choose one of the available slots.



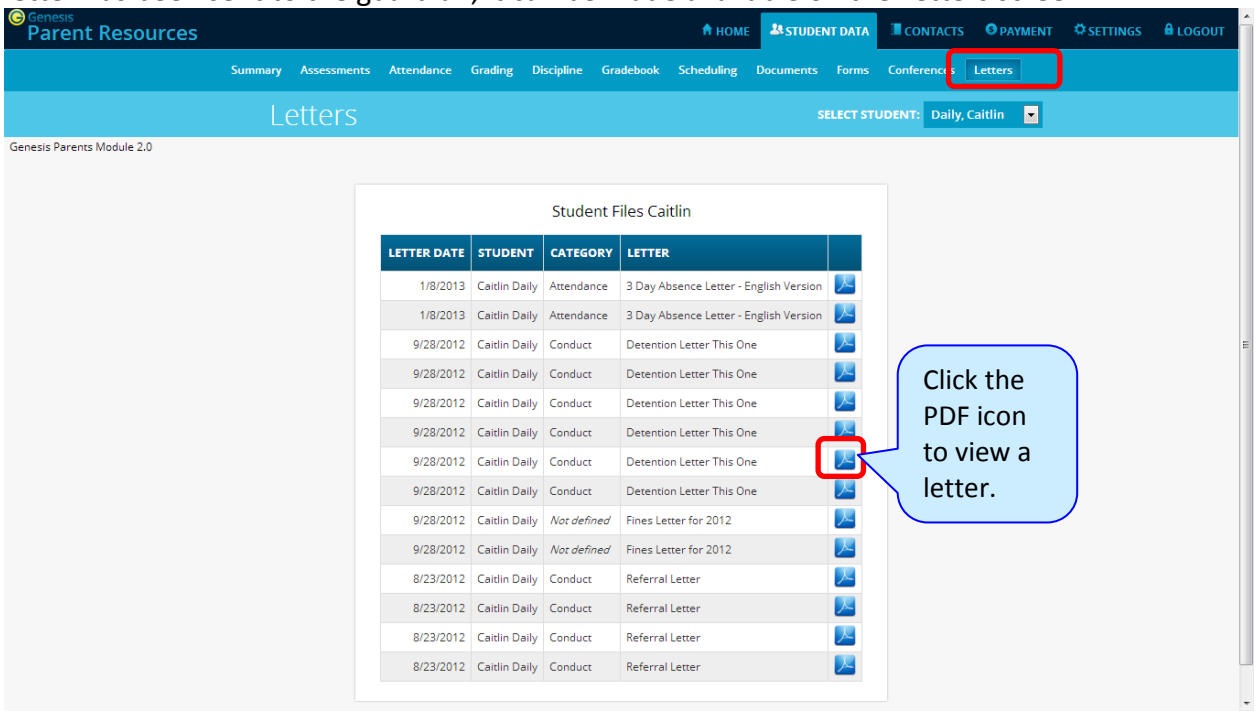
To choose a slot, click the Reserve button for it.

When "requesting" slots, you may request more than one. Even after you have reserved one slot, all others remain available.

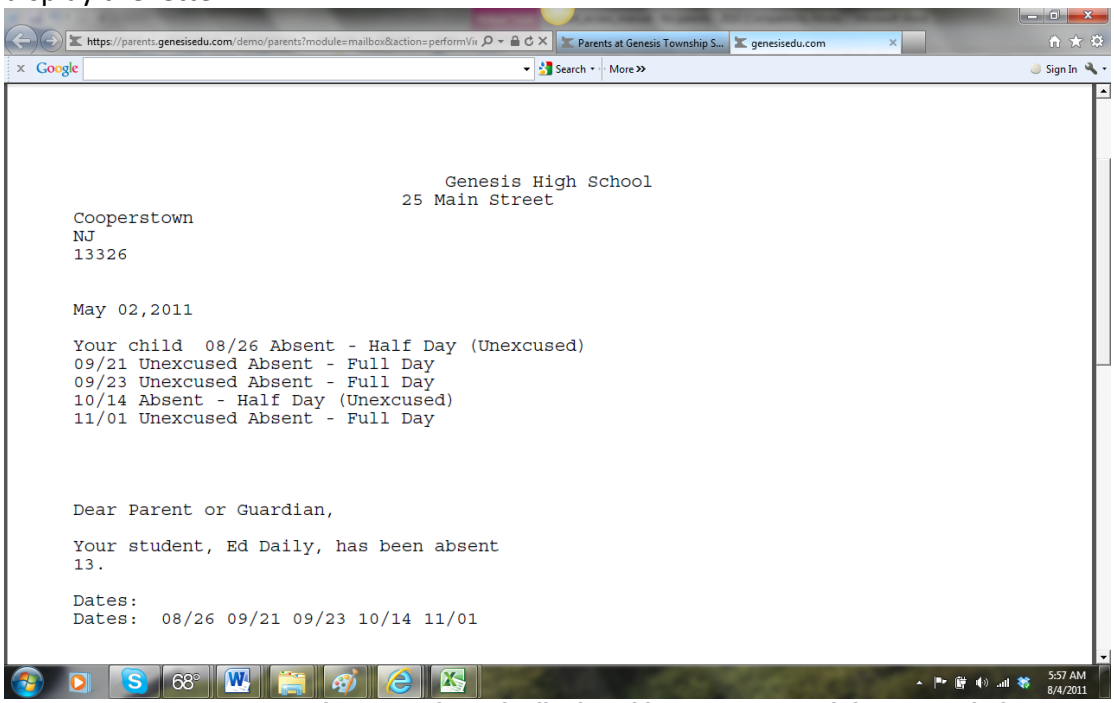


Letters

The Letters tab contains a list of letters that have been sent to your parents/guardians. Once the letter has been sent to the guardian, it can be made available on the Letters screen.



To view a letter, click on the PDF icon corresponding to it. This will open a separate window and display the letter:



Sample Letter– letter is displayed in a separate web browser window.

When you are finished viewing the letter, you may close the window it is displayed in.

Printing Letters

All Genesis reports are displayed as PDFs using Adobe Reader. To print on a printer, use the Adobe Printer icon to bring up a normal print dialog.

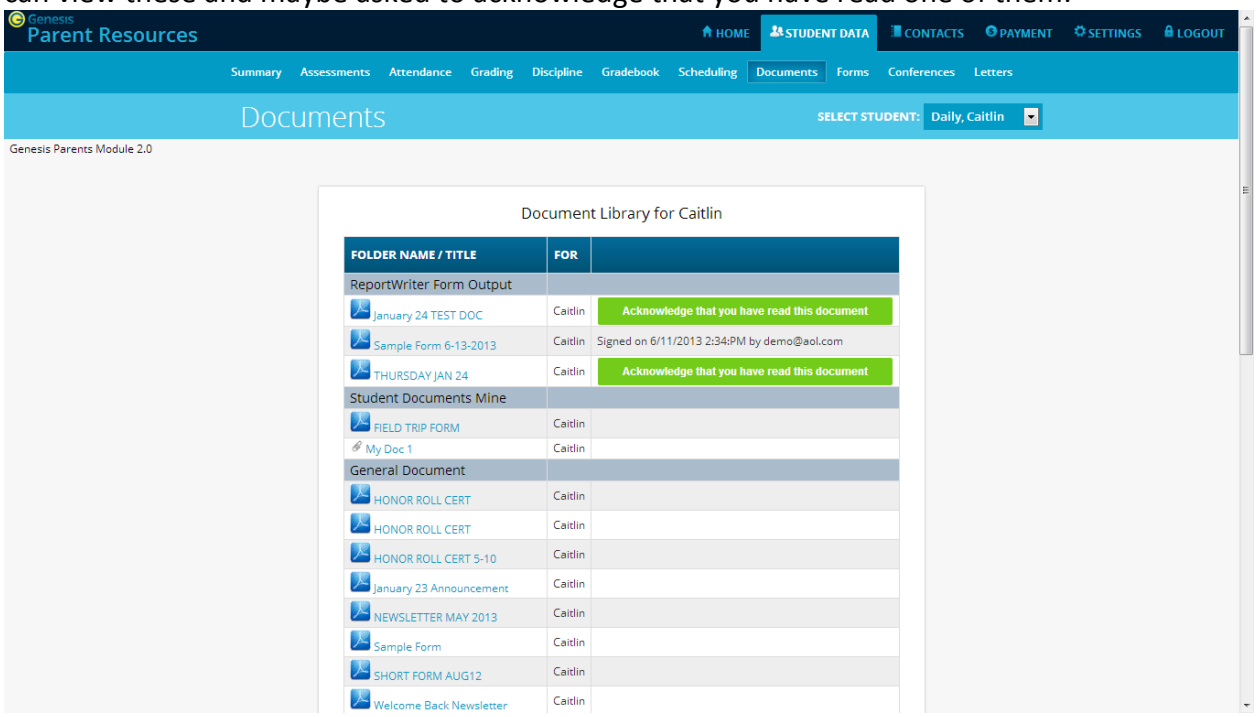
What types of Letters are displayed?

- **Attendance Letters** – Letters generated when the student has some Attendance-related issue (e.g. too many absences).
- **Conduct Letters** – Letters generated when a student is involved in a discipline infraction.
- **Scheduling Letters** – Letters related to scheduling classes for next year.
- **General purpose letters** – Any letter that does not fall into one of the above categories is considered "general purpose". These can cover a wide variety of topics.

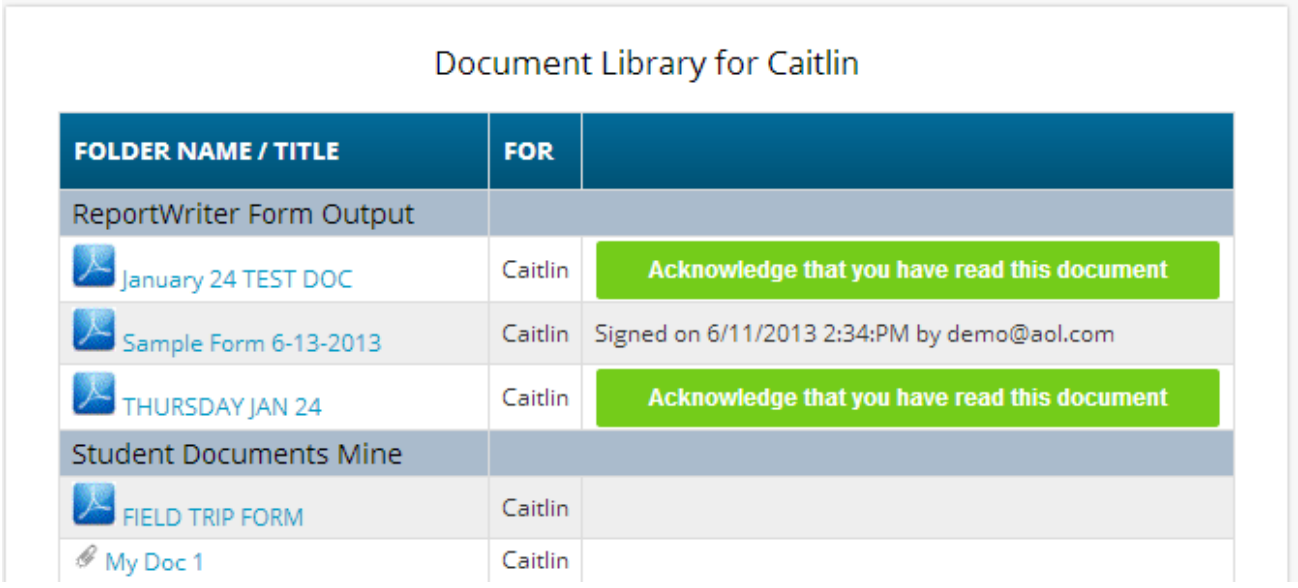
LETTER DATE	STUDENT	CATEGORY	LETTER	
1/8/2013	Caitlin Daily	Attendance	3 Day Absence Letter - English Version	

Documents

The Documents screen lists documents that the school or district has linked to your record. You can view these and maybe asked to acknowledge that you have read one of them:



The documents you have access to are displayed in the "Document Library" list on this screen:



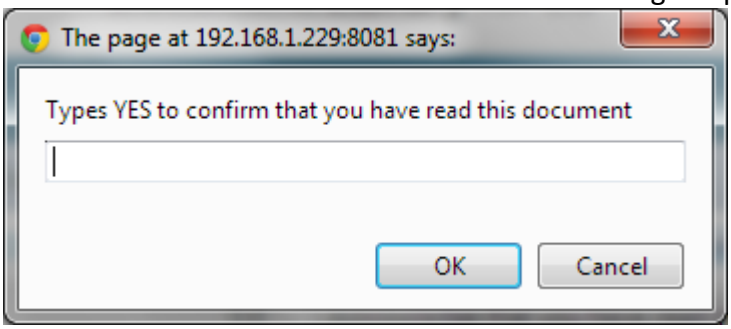
Download and View a Document

To download and view a document listed on this screen, click the PDF icon. This displays the contents of the selected document.

Acknowledge that you have read the Document – This is "signing" the document

To acknowledge that you have read the corresponding document, click the

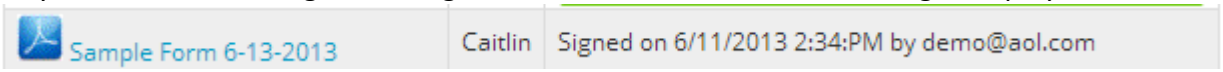
Acknowledge that you have read this document button. This causes a confirmation dialog to appear:



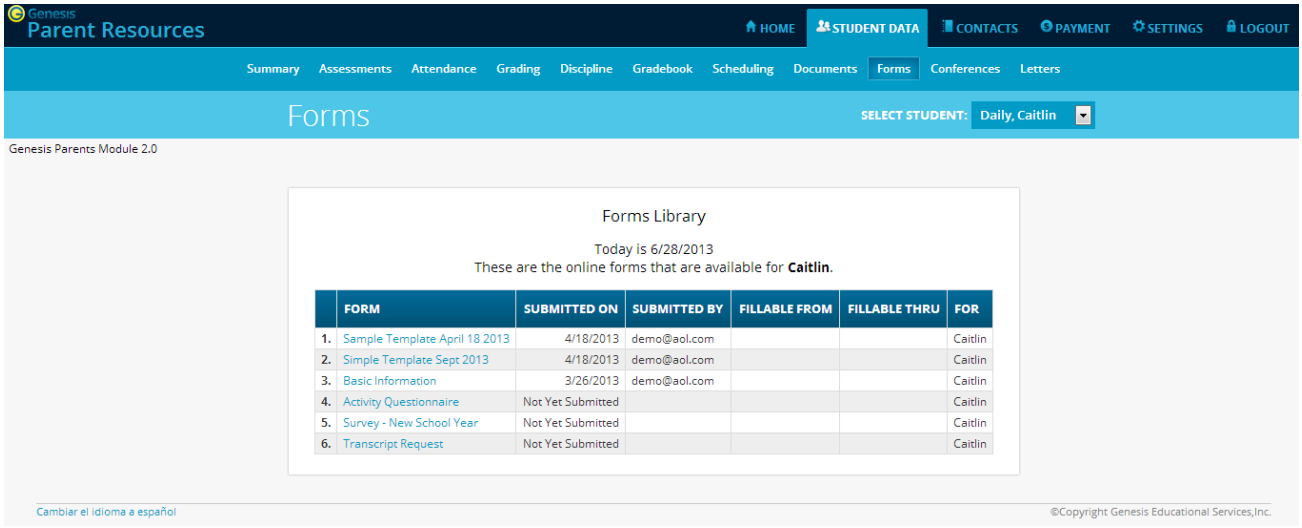
You must type the word **YES (all in capital letters)** into this dialog box and click the **OK** button to acknowledge that you have read the corresponding document.

WARNING: *Clicking the* Acknowledge that you have read this document *button and entering YES into the prompt is a **legal** acknowledgement that you have read the document.*

Once you have acknowledged reading the document, the button is no longer displayed:

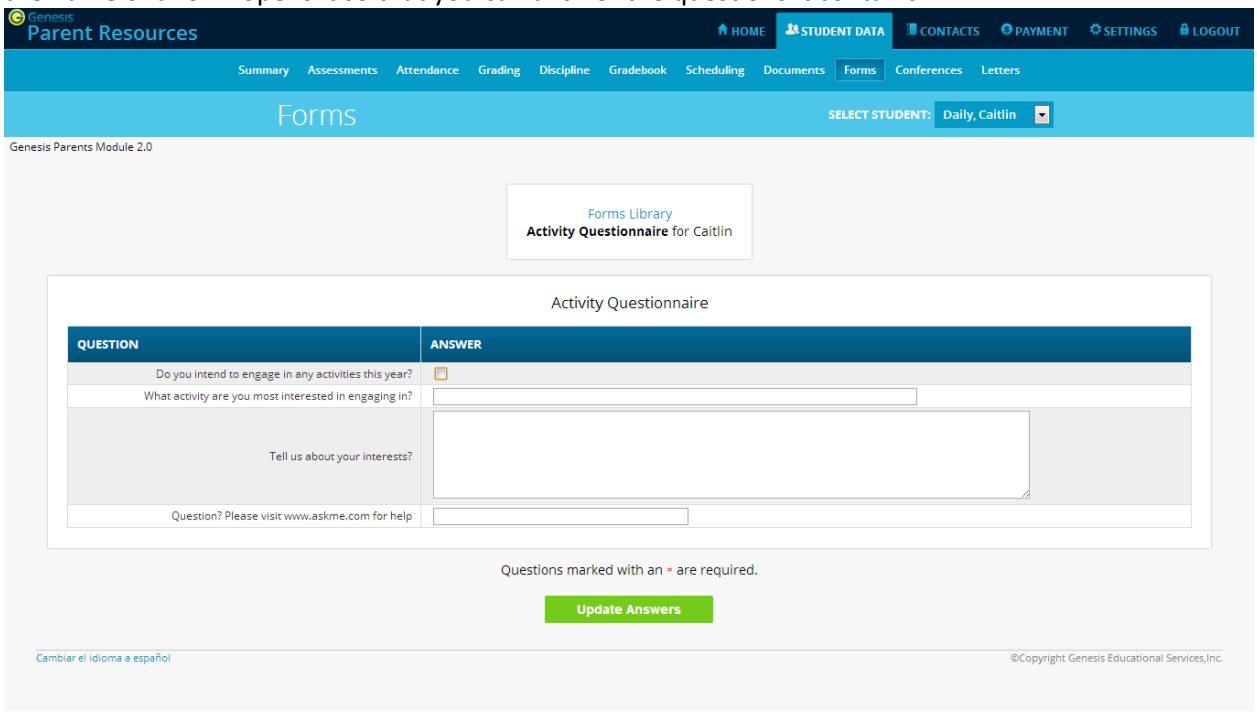


Forms



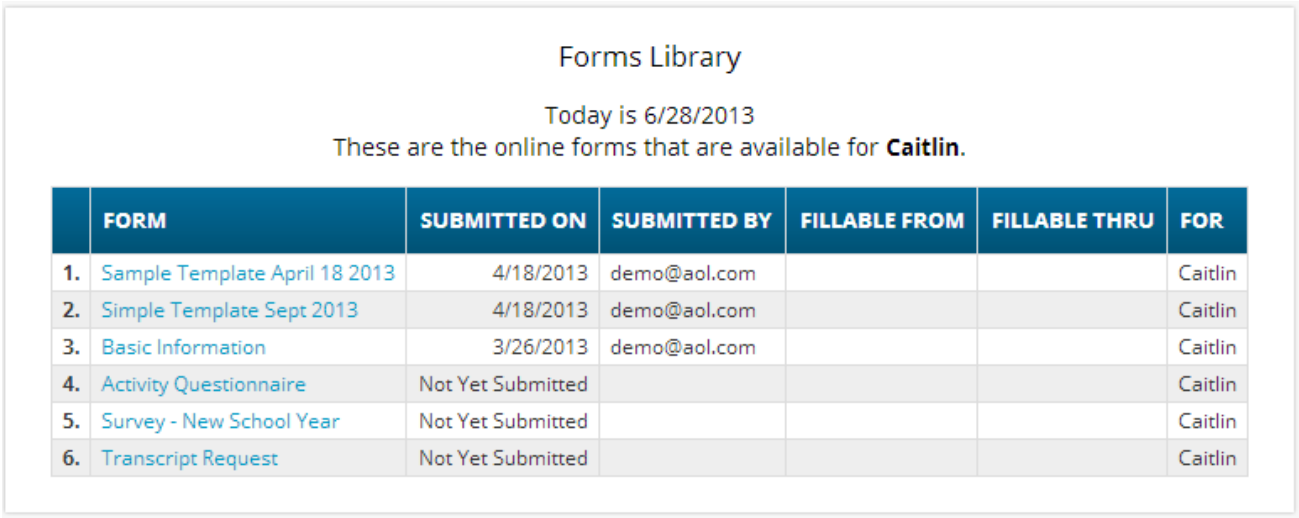
Filling Forms

If any forms are available for you to fill out, they will appear on the **Student Data→Forms** screen. Clicking on the name of a form opens it so that you can answer the questions it contains.



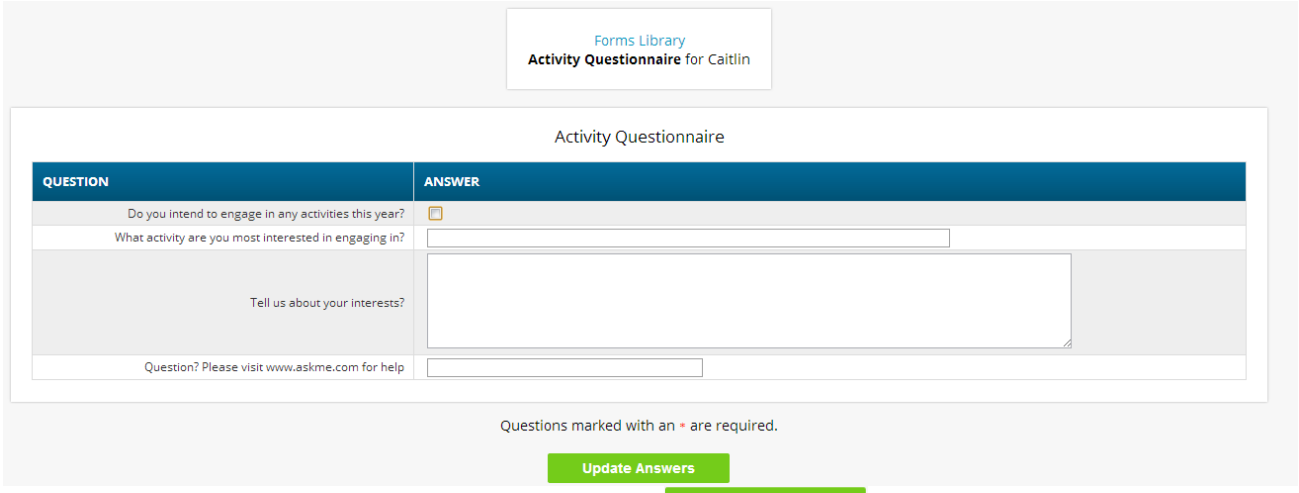
To Fill out a Form

1. Go to the **Student Data→Forms** tab.
2. Select the Form to fill in and click on its highlighted name:



	FORM	SUBMITTED ON	SUBMITTED BY	FILLABLE FROM	FILLABLE THRU	FOR
1.	Sample Template April 18 2013	4/18/2013	demo@aol.com			Caitlin
2.	Simple Template Sept 2013	4/18/2013	demo@aol.com			Caitlin
3.	Basic Information	3/26/2013	demo@aol.com			Caitlin
4.	Activity Questionnaire	Not Yet Submitted				Caitlin
5.	Survey - New School Year	Not Yet Submitted				Caitlin
6.	Transcript Request	Not Yet Submitted				Caitlin

3. Clicking on the Form's name brings up the form so it can be filled in. Each form is different.

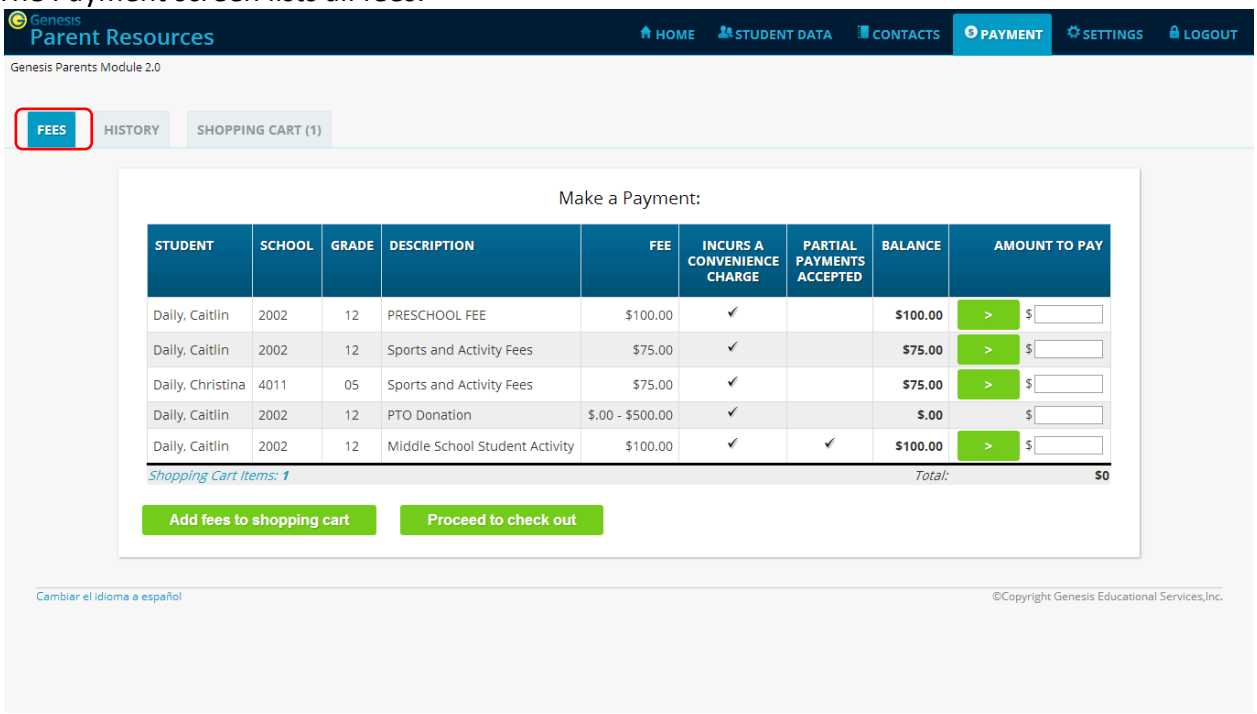

Forms Library
Activity Questionnaire for Caitlin
Activity Questionnaire
QUESTION
ANSWER
Do you intend to engage in any activities this year?
What activity are you most interested in engaging in?
Tell us about your interests?
Question? Please visit www.askme.com for help
Questions marked with an * are required.
Update Answers

4. When you are done filling in the form, click the Update Answers button. This sends your answers to Genesis. If you do not click Update Answers button your answers will not be recorded.

Payments

The Payment screen, when it is available, allows you to pay fees for your activities directly through Genesis Web Portal using your Amazon account to make your payments. You cannot pay fines through the portal. You must pay fines in person in school.

The Payment screen lists all fees:



The Payment→Fees screen showing a list of all unpaid fees for all students associated with your web access account

There are three screens that are part of the payment mechanism. The first is the "Fees" screen which contains a list of all fees owed by all your children.

Paying Fees: To pay one of the fees, either fully or partially, find it in the list of fees:

STUDENT	SCHOOL	GRADE	DESCRIPTION	FEE	INCURS A CONVENIENCE CHARGE	PARTIAL PAYMENTS ACCEPTED	BALANCE	AMOUNT TO PAY
Daily, Bradley	2002	09	PRESCHOOL FEE	$100.00	✓		$100.00	> $
Daily, Bradley	2002	09	AP Exam	$75.00			$75.00	> $
Daily, Ed	2002	12	Sports and Activity Fees	$75.00	✓		$75.00	> $

Click the > button to move the fee into the "Amount to Pay" field:

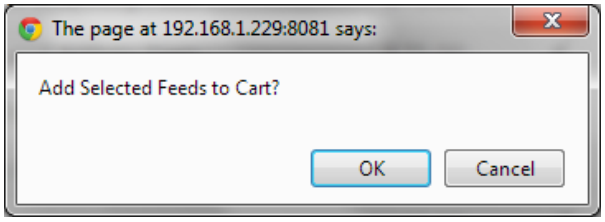
STUDENT	SCHOOL	GRADE	DESCRIPTION	FEE	INCURS A CONVENIENCE CHARGE	PARTIAL PAYMENTS ACCEPTED	BALANCE	AMOUNT TO PAY
Daily, Bradley	2002	09	PRESCHOOL FEE	$100.00	✓		$100.00	> $100.00

Optionally, you can enter a partial payment amount (e.g. $50.00).

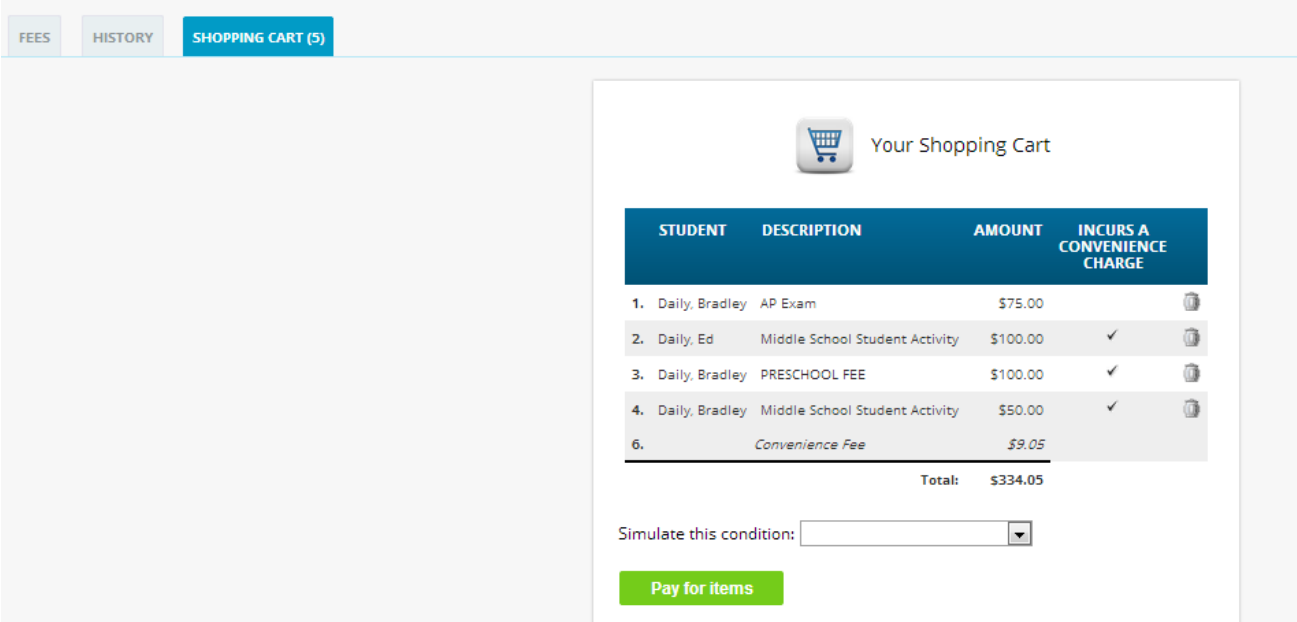
You can also enter payments for multiple fees. A total amount is displayed at the bottom of the list:

To then move the payments to your Shopping Cart, click the Add fees to shopping cart button below the list. You will be prompted to make sure you wish to do this:

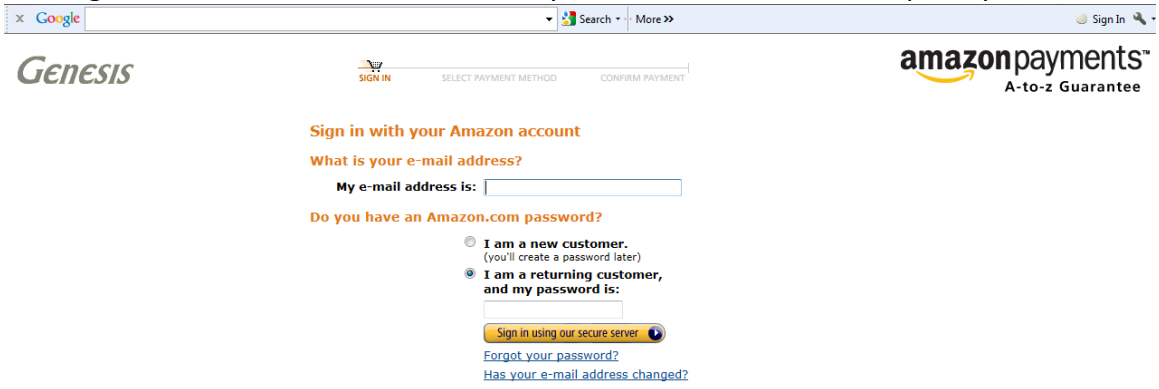
To add the fees to your cart, click OK. Click Cancel to do nothing.



When you have put all the fees you wish to pay into the Shopping Cart, you may click the button. This brings up your Shopping Cart screen:


FEES
HISTORY
SHOPPING CART (5)
Your Shopping Cart
STUDENT DESCRIPTION AMOUNT INCURS A CONVENIENCE CHARGE
1. Daily, Bradley AP Exam $75.00
2. Daily, Ed Middle School Student Activity $100.00 ✓
3. Daily, Bradley PRESCHOOL FEE $100.00 ✓
4. Daily, Bradley Middle School Student Activity $50.00 ✓
6. Convenience Fee $9.05
Total: $334.05
Simulate this condition:
Pay for items

Clicking the Pay for items button takes you to Amazon.com to complete your transaction:

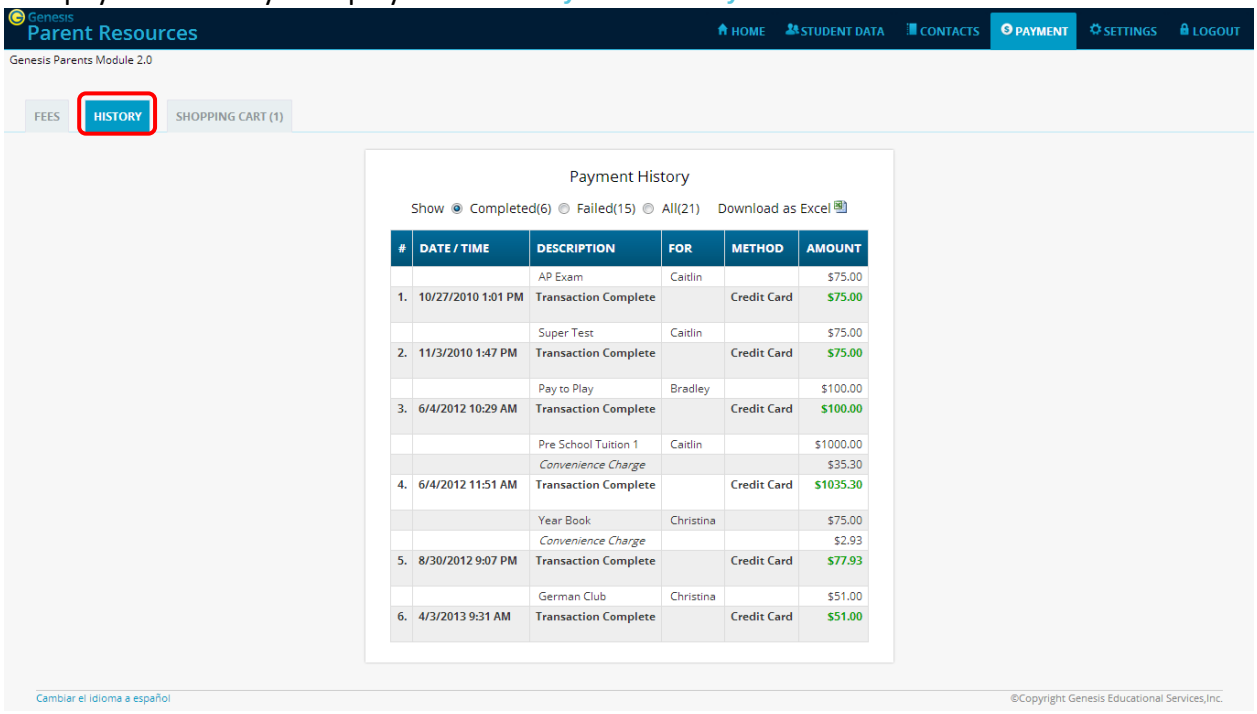


Use the Amazon payment control to pay for fees by credit card.

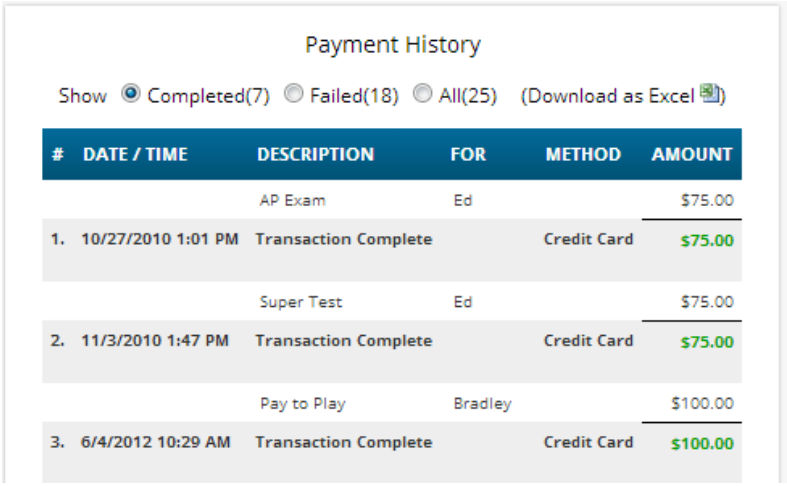
Amazon.com is the only way to pay. You must have an Amazon account setup in order to use this payment option.

Viewing Payment History

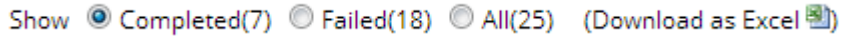
Your payment history is displayed on the **Payment→History** screen:


Genesis
Parent Resources
HOME
STUDENT DATA
CONTACTS
PAYMENT
SETTINGS
LOGOUT
Genesis Parents Module 2.0
FEES
HISTORY
SHOPPING CART (1)
Payment History
Show Completed(6) Failed(15) All(21) Download as Excel
DATE / TIME DESCRIPTION FOR METHOD AMOUNT
AP Exam Caitlin $75.00
1. 10/27/2010 1:01 PM Transaction Complete Credit Card $75.00
Super Test Caitlin $75.00
2. 11/3/2010 1:47 PM Transaction Complete Credit Card $75.00
Pay to Play Bradley $100.00
3. 6/4/2012 10:29 AM Transaction Complete Credit Card $100.00
Pre School Tuition 1 Caitlin $1000.00
Convenience Charge $35.30
4. 6/4/2012 11:51 AM Transaction Complete Credit Card $1035.30
Year Book Christina $75.00
Convenience Charge $2.93
5. 8/30/2012 9:07 PM Transaction Complete Credit Card $77.93
German Club Christina $51.00
6. 4/3/2013 9:31 AM Transaction Complete Credit Card $51.00
Cambiar el idioma a español
©Copyright Genesis Educational Services,Inc.

The Payment History list shows you your completed transactions:


Payment History
Show Completed(7) Failed(18) All(25) (Download as Excel)
DATE / TIME DESCRIPTION FOR METHOD AMOUNT
AP Exam Ed $75.00
1. 10/27/2010 1:01 PM Transaction Complete Credit Card $75.00
Super Test Ed $75.00
2. 11/3/2010 1:47 PM Transaction Complete Credit Card $75.00
Pay to Play Bradley $100.00
3. 6/4/2012 10:29 AM Transaction Complete Credit Card $100.00

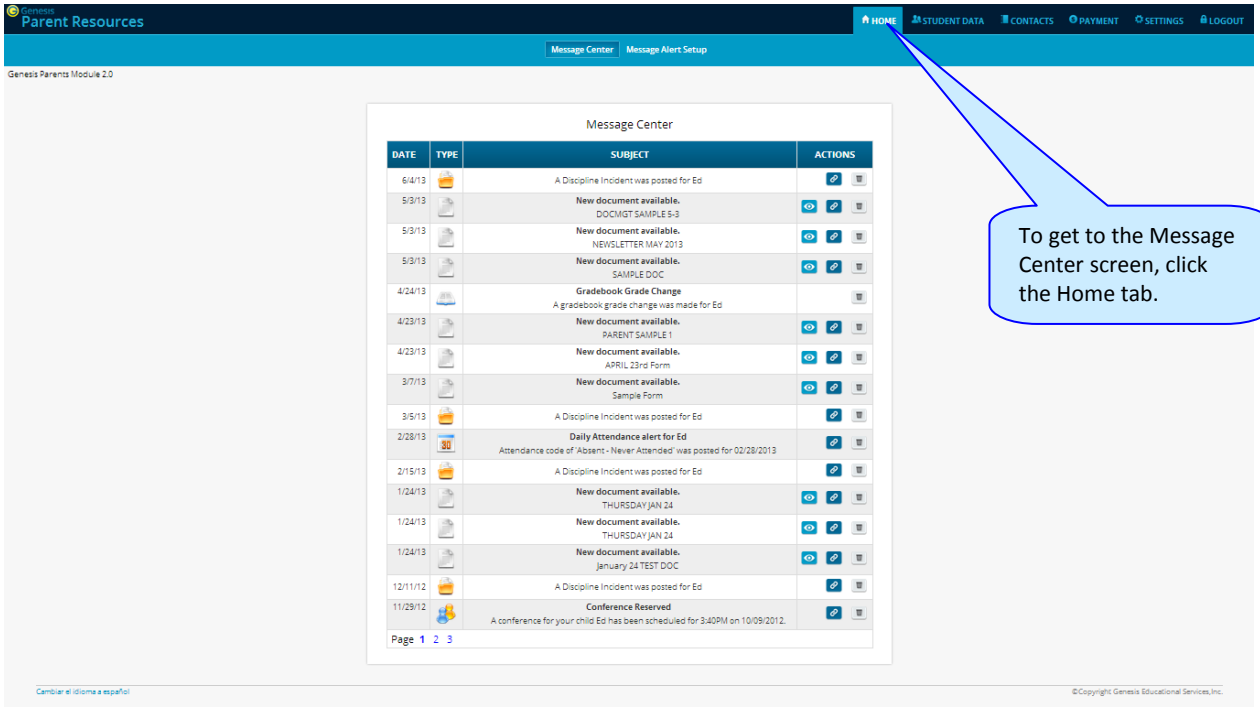
The controls along the top of the list of payments also allow you to choose to view:



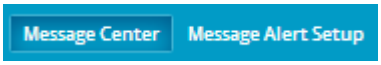
- **Completed** – those payments that you have successfully paid (shown by default)
- **Failed payments** – Payments that did not complete for one reason or another.
- **All** - Successful and unsuccessful payments in one list
- **Download as Excel** - Export the listed payments to an Excel spreadsheet

Home

Introduction to the Home Screens

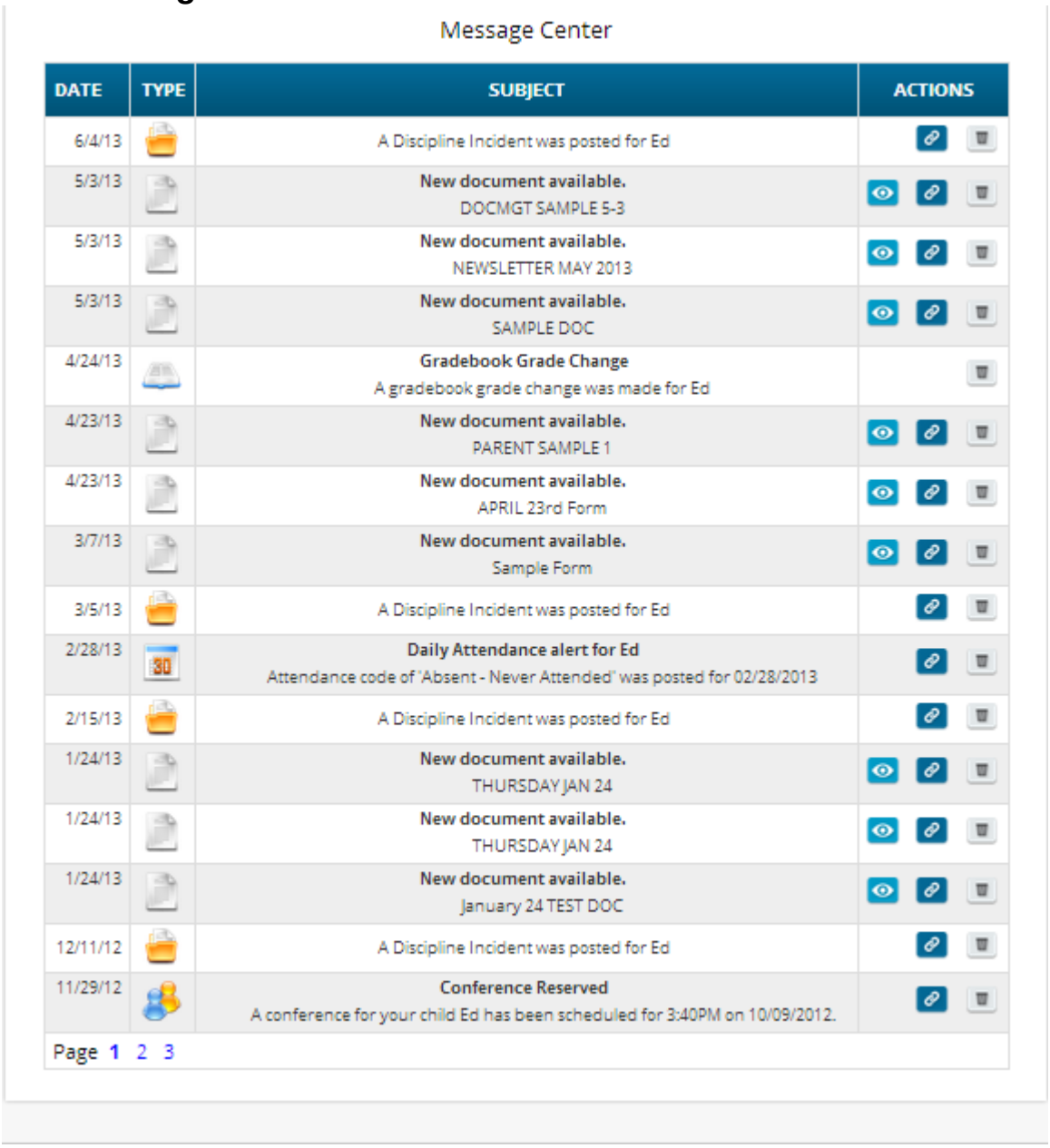


There are two screens under tab:



1. **Message Center** - The Message Center provides a list of all messages received for you. There are no settings on this screen – it is an information screen.
2. **Message Alert Setup** – This is where you set which Alerts you wish to receive.

The Message Center Screen & Alerts


Message Center

DATE	TYPE	SUBJECT	ACTIONS
6/4/13		A Discipline Incident was posted for Ed	
5/3/13		**New document available.** DOCMGT SAMPLE 5-3	
5/3/13		**New document available.** NEWSLETTER MAY 2013	
5/3/13		**New document available.** SAMPLE DOC	
4/24/13		**Gradebook Grade Change** A gradebook grade change was made for Ed	
4/23/13		**New document available.** PARENT SAMPLE 1	
4/23/13		**New document available.** APRIL 23rd Form	
3/7/13		**New document available.** Sample Form	
3/5/13		A Discipline Incident was posted for Ed	
2/28/13		**Daily Attendance alert for Ed** Attendance code of 'Absent - Never Attended' was posted for 02/28/2013	
2/15/13		A Discipline Incident was posted for Ed	
1/24/13		**New document available.** THURSDAY JAN 24	
1/24/13		**New document available.** THURSDAY JAN 24	
1/24/13		**New document available.** January 24 TEST DOC	
12/11/12		A Discipline Incident was posted for Ed	
11/29/12		**Conference Reserved** A conference for your child Ed has been scheduled for 3:40PM on 10/09/2012.	

Page 1 2 3

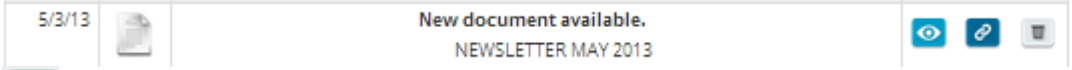
The Message Center screen lists all types of messages for your students

Using the Message Center

The Message Center provides a list of all messages received for you. Some of these may be linked to Documents or Letters.

Anatomy of a Message

Each Message includes a date, an Icon identifying which module of Genesis sent it, the message itself and potentially an additional line of information and possibly View, Link and Delete buttons:


5/3/13 **New document available.** NEWSLETTER MAY 2013

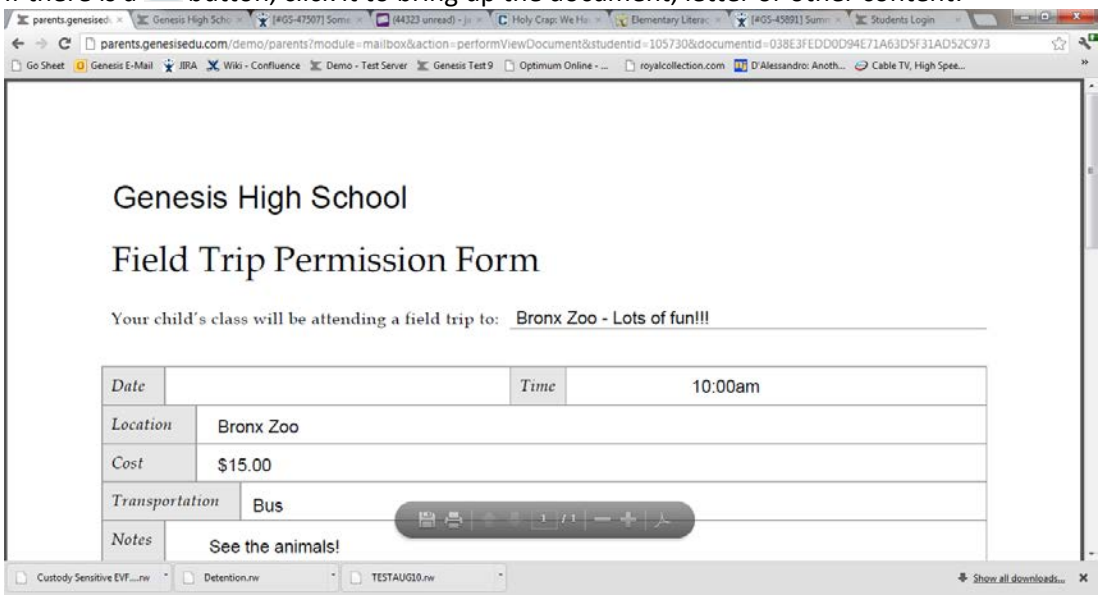
- This is the "View" icon. If the View icon is present, clicking it will bring up the document or letter.

- This is the “Link” icon. If the Link icon is present, clicking it will take you to the screen containing the item related to the message. For example, if the Alert is about a document, clicking Link takes you to the **Documents** screen. If the Alert is about Attendance, clicking it takes you to the **Attendance** screen.

- This is the “Delete” trashcan icon. To remove the Message, click the Delete icon.

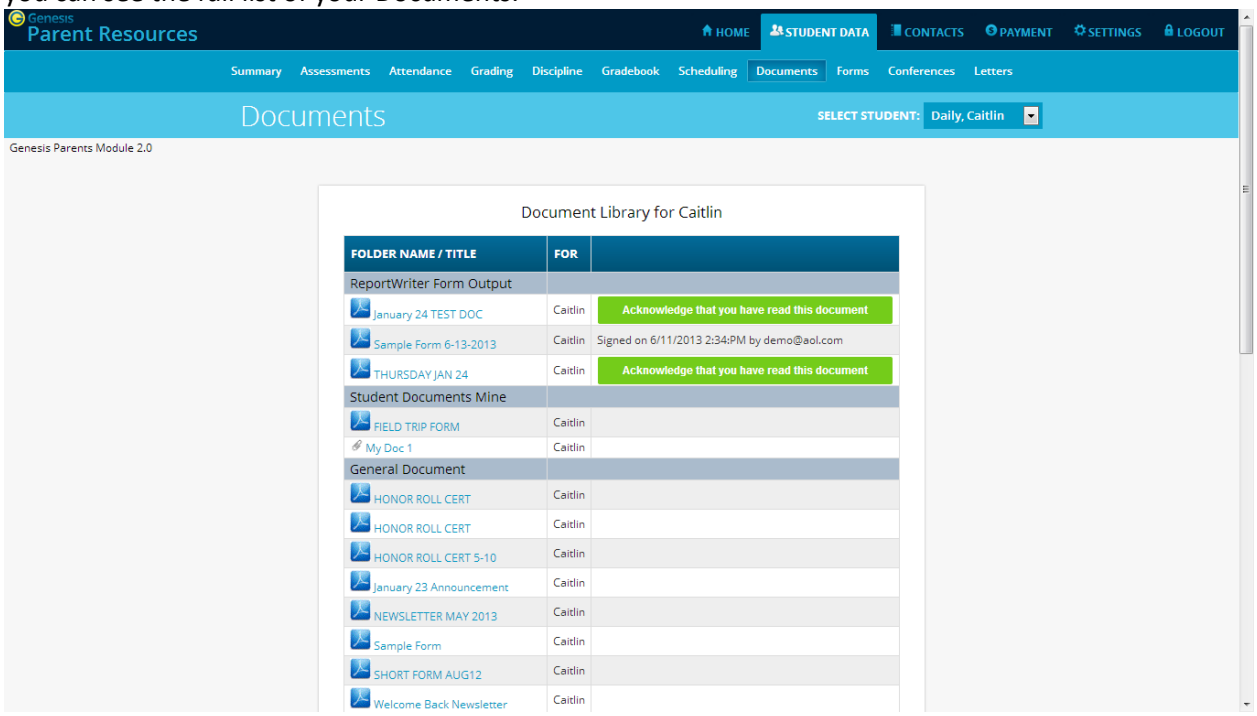
Viewing the Message Content

If there is a button, click it to bring up the document, letter or other content:



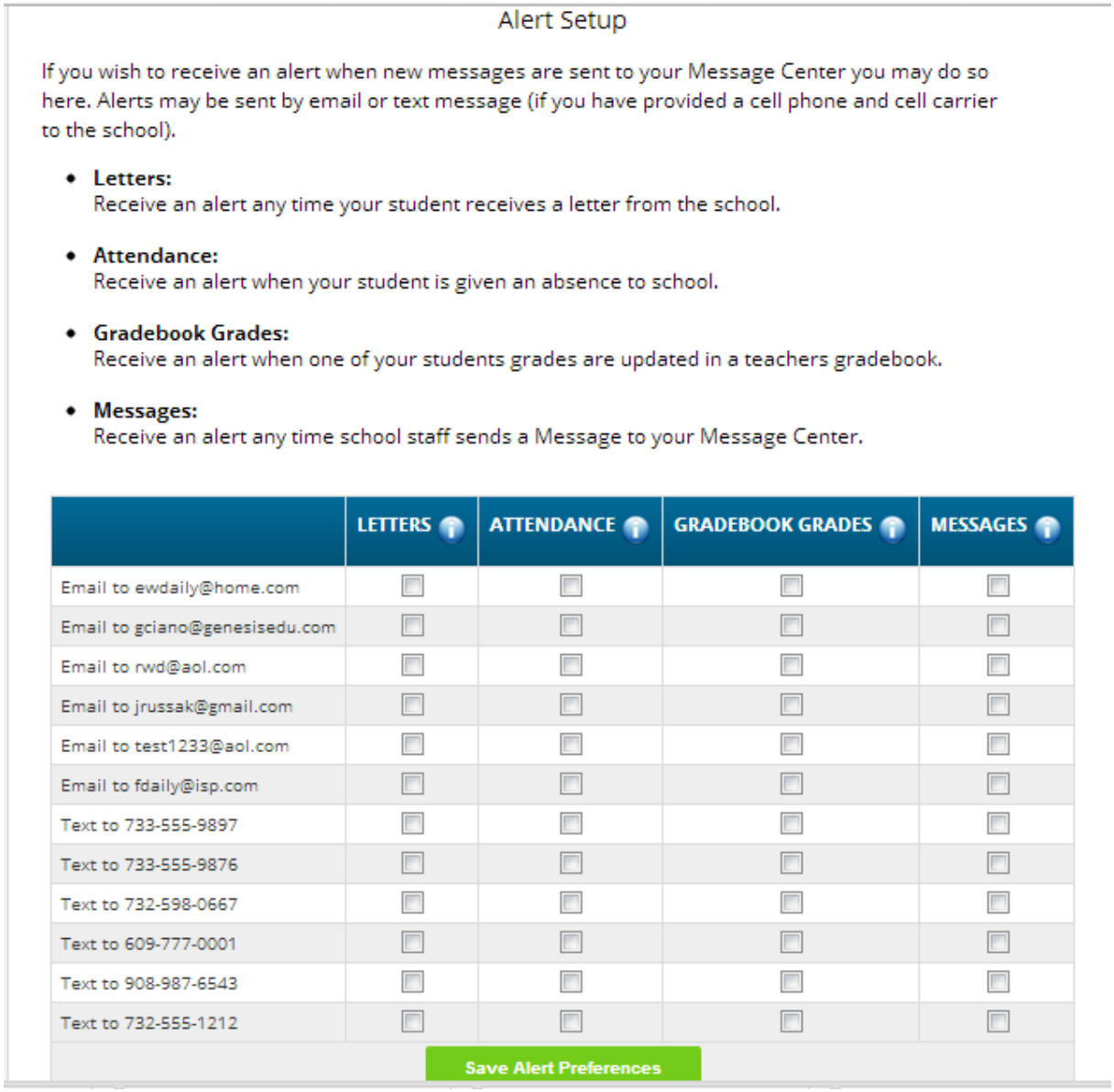
Click the browser back button to return to Genesis.

When there is a “Link” button, if you click it, it will bring up the Documents screen in the Parents module so you can see the full list of your Documents:



Other Message types have Link buttons that bring up the appropriate screen.

Setting Alerts


Alert Setup
If you wish to receive an alert when new messages are sent to your Message Center you may do so here. Alerts may be sent by email or text message (if you have provided a cell phone and cell carrier to the school).
Letters:
Receive an alert any time your student receives a letter from the school.
Attendance:
Receive an alert when your student is given an absence to school.
Gradebook Grades:
Receive an alert when one of your students grades are updated in a teachers gradebook.
Messages:
Receive an alert any time school staff sends a Message to your Message Center.
LETTERS
ATTENDANCE
GRADEBOOK GRADES
MESSAGES
Email to ewdaily@home.com
Email to gciano@genesisedu.com
Email to rwd@aol.com
Email to jrussak@gmail.com
Email to test1233@aol.com
Email to fdaily@isp.com
Text to 733-555-9897
Text to 733-555-9876
Text to 732-598-0667
Text to 609-777-0001
Text to 908-987-6543
Text to 732-555-1212
Save Alert Preferences

Alerts

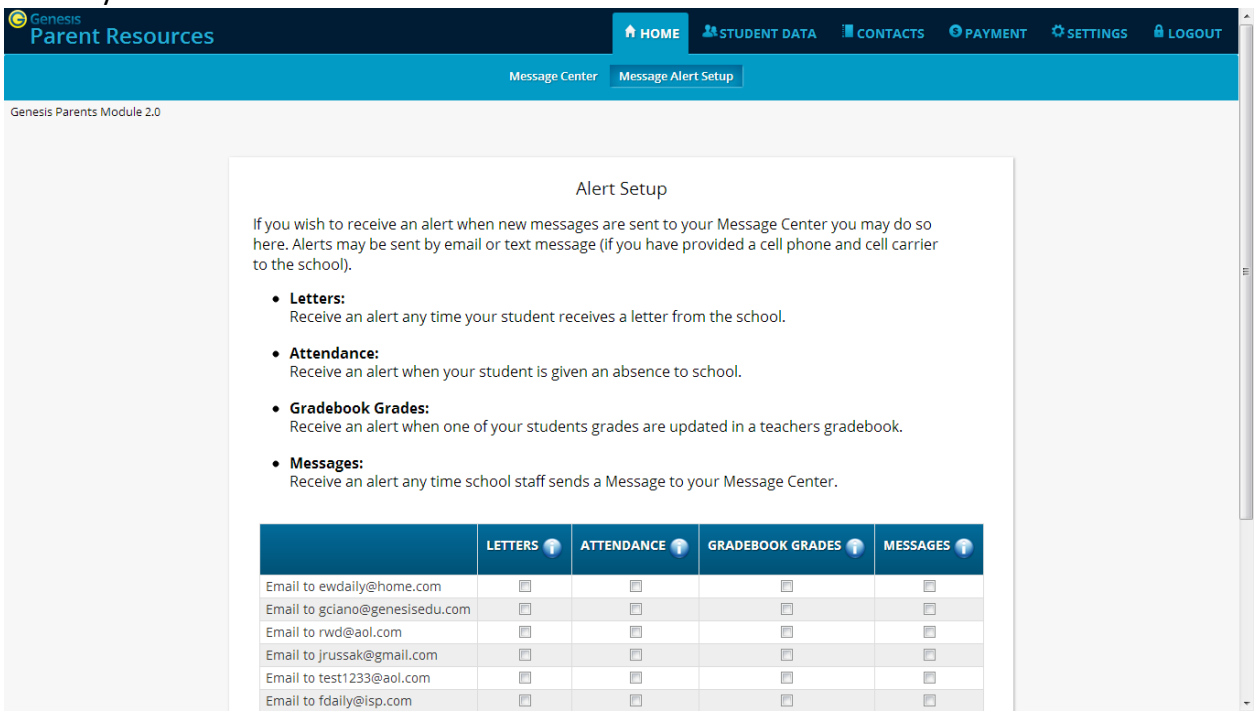
Genesis has the ability to send an alert to your contact emails/text message addresses:

- if you are marked absent or tardy or
- if a grade is updated in any of your teacher's Gradebooks
- If an Attendance letter has been generated for one of you.
- For many other types of messages.

Turning On Alerts

1. Click on the HOME tab.
2. At the top, click the Message Alert Setup button.

3. This brings up the Message Alert Setup screen. At the top is an explanation of each type of Alert. Below that is a list of all the email address and cell phone numbers on file for any of your students:


Genesis
Parent Resources
HOME
STUDENT DATA
CONTACTS
PAYMENT
SETTINGS
LOGOUT
Message Center
Message Alert Setup
Genesis Parents Module 2.0
Alert Setup
If you wish to receive an alert when new messages are sent to your Message Center you may do so here. Alerts may be sent by email or text message (if you have provided a cell phone and cell carrier to the school).
Letters:
Receive an alert any time your student receives a letter from the school.
Attendance:
Receive an alert when your student is given an absence to school.
Gradebook Grades:
Receive an alert when one of your students grades are updated in a teachers gradebook.
Messages:
Receive an alert any time school staff sends a Message to your Message Center.
LETTERS
ATTENDANCE
GRADEBOOK GRADES
MESSAGES
Email to ewdaily@home.com
Email to gciano@genesisedu.com
Email to rwd@aol.com
Email to jrussak@gmail.com
Email to test1233@aol.com
Email to fdaily@isp.com

4. For each email address or cell number, check the Alert checkboxes for the alerts you wish to receive.
5. Scroll to the bottom and click the Save Alert Preferences button.

Turning Off Alerts

1. Click on the HOME tab.
2. At the top, click the Message Alert Setup button.
3. This brings up the Message Alert Setup screen. At the top is an explanation of each type of Alert. Below that is a list of all the email address and cell phone numbers on file for you:

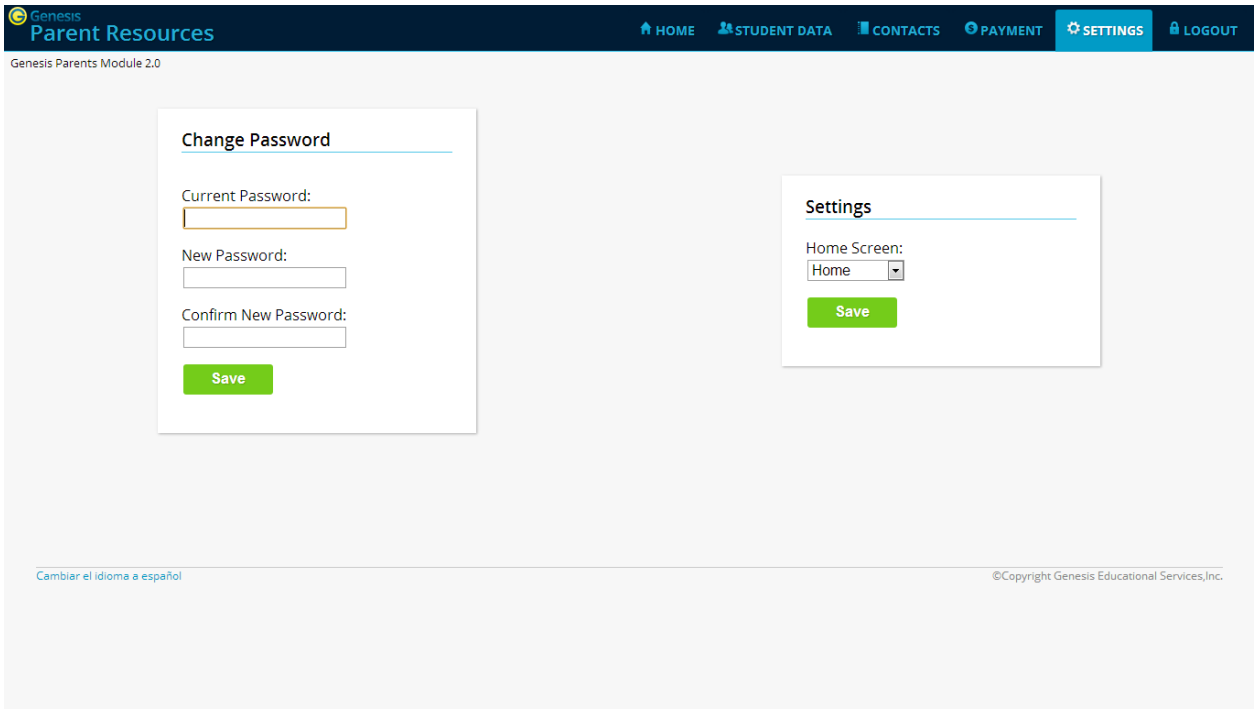
	LETTERS	ATTENDANCE	GRADEBOOK GRADES	MESSAGES
Email to ewdaily@home.com	☐	☐	☐	☐
Email to gciano@genesisedu.com	☐	☐	☐	☐
Email to rwd@aol.com	☐	☐	☐	☐
Email to jrussak@gmail.com	☐	☐	☐	☐
Email to test1233@aol.com	☐	☐	☐	☐

4. For each email address or cell number, uncheck the Alert checkboxes for the alerts you do not wish to receive.
5. Scroll to the bottom and click the Save Alert Preferences button.

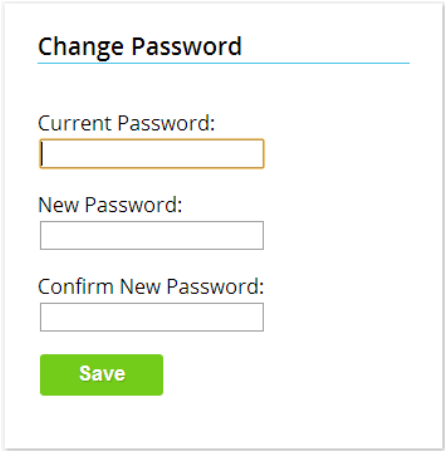
Adding Emails and Cell Phone Numbers to Receive Alerts

The list of email addresses and cell phone numbers shown on the Message Center Alerts screen are those which have been provided to the school for you or by you. You will not be able to change these directly. To add cell numbers or emails to the list, you must have your parents make the changes or you must speak to the appropriate people in your school.

Personal Settings



Changing Passwords



To Change Your Password

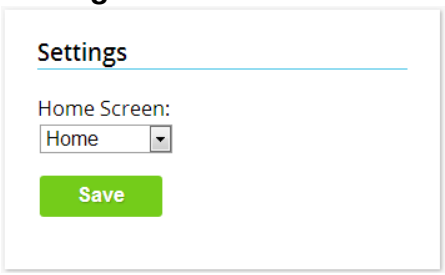
1. Click on the SETTINGS tab at the upper left corner of all Parent Access screens. This brings up the "Settings" screen
2. Enter your current password
3. Enter the new password you desire
1. Re-enter the new password you desire.
2. Click Save

When are you required to change your password?

If your password is changed by the system administrator, the next time you login, you will be required to change your password. The "Change Password" screen will automatically appear and you must do the following:

1. Enter your current password
2. Enter the new password you desire
3. Re-enter the new password you desire.
4. Click Save

Setting Your Home Screen



To set your entry screen:

1. Click on the SETTINGS tab at the upper left corner of all Parent Access screens. This brings up the "Settings" screen
2. Locate the "Settings" panel on the right.
3. Choose a new Home screen.
4. Click Save

Frequently Asked Questions (FAQ)

1. Where do I get my login?

   Your Genesis Web Access login will usually be your email address. You will give the email address you want to use as your login to your school or district. The school or district will tell you when your login has been entered into the Genesis system.

   If your email address is *not* going to be your login, your school or district will assign you a login.

2. What if I forget my password?

   To replace a lost password you must call your school or district. Information as to who to call should be provided to you in your Web Access Welcome Packet.

   You cannot be given your existing password: for safety reasons, Genesis never displays a user's password, *even to the system administrators*. If you lose or forget your password, you will be given a new, randomly generated password. You will then be required to change the new password the next time you login to Genesis Web Access.

3. What is the URL for Web Access?

   You will be given the URL for Web Access in your Web Access Welcome Packet. If you do not have the Welcome Packet, you must contact your school or district to find out the correct URL.

4. How do I log out of Web Access?

   There is a small "Log Off" button at the upper right of every Web Access screen. Click the "Log Off" button.

5. How can I update my Attendance information?

   You cannot update any information. If you believe any information is wrong, you must contact your guidance counselor.

6. Is it ok for me to just close the browser rather than log off? Do I really need to log off?

   Closing your browser is not the same as logging off. You *must* log off of Web Access to eliminate the possibility of someone else accidentally getting access to your student's information.

   For example, if you are accessing Web Access from a public place, such as a library or other public internet access point, if you just close your browser and walk away, without logging out, there is a chance that someone else will be able to immediately reattach to your Web Access session and view your child's information. Logging off properly terminates the Web Access session.

   Always log off of Web Access – Never just close your browser

7. What if I do not have access to all my data?

   If you need access to a screen that is not linked to your Web Access login you must contact the appropriate people in your school or district office. Each district will have its own procedures and regulations regarding linking information to your Web Access login.

   It may be possible that Web Access is in a 'roll out' phase and is only offered in some of the schools in your district and not in others. Refer to your Web Access Welcome Packet for information on whom or where to call.

8. What if I don't have access to my child's Report Card?

   Usually a school only displays the most recent report card that was sent home. If the actual report card is not available online, it may be that none has yet been sent home or that the previous Marking Period's report card has been "turned off" so that the new Marking Period's report card can be prepared.